

KANSAS

Conservation District



Supervisors Handbook



Kansas
Division of Conservation
January 2014

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Preface

Conservation District Supervisors have an important role as local conservation leaders. To effectively nurture conservation in your community, you should understand your roles and responsibilities as supervisors. This *Conservation District Supervisors Handbook* was developed by the Division of Conservation (DOC) as a reference to help you do that.

The DOC has statutory responsibility to provide administrative guidance to conservation districts as well as the administration of water resource programs. This handbook was written to assist supervisors in administration of their duties and responsibilities at the local (district) level in carrying out the programs of the conservation district.

Please note this handbook is a very basic resource for information on fulfilling your role as a conservation district supervisor. More information on how to carry out your responsibilities is available in the *Kansas Conservation District Handbook* located in your district office. It is also important to participate in scheduled training, educational programs and to use other resources cited in this handbook to further your skills as a conservation leader.

My term expires:_____

District office telephone number:_____

District Manager/Secretary name:_____

Division of Conservation telephone number: 785-296-3600
109 SW 9th, Suite 500
Topeka, Kansas 66612

Conservation District Training Modules

The DOC has developed nine training modules that can be used to teach supervisors and staff the basic operations of conservation districts. The intent of these modules is to have education materials readily available to conduct "in-house" training in district offices.

These modules are especially useful when new supervisors are elected or new staff members are hired, and state sponsored training is not immediately available. Supervisors may access these training modules by logging on to the DOC password protected section of the website at

[Supervisors Training Modules](#)

Instructions for logging into the DOC site are available from the district manager/secretary or the DOC.

Conservation District Basics - Module I

Kansas Conservation Partnership - Module II

Supervisors Responsibilities - Module III

Board Meetings - Module IV

Financial Management - Module V

Annual Meetings - Module VI

State Cost-Share Programs - Module VII

Sexual Harassment - Module VIII

Setting District Policies - Module IX

Conservation District Annual Audit – Module X

Ethics – Module XI

Legal Authorities/Powers and Duties – Module XII

History of Conservation Districts – Module XIII

District Personnel Management and Supervision – Module XIV

Legislative Advocacy – XV

Resource Planning - XVI

History of Conservation Districts

During the 1930's, the Dust Bowl made the need to conserve natural resources, particularly soil, very clear. Agencies ranging from Land Grant Universities to the Federal Emergency Relief Administration researched and implemented conservation practices throughout the nation. Eventually the Soil Conservation Service (SCS), which is now the Natural Resources Conservation Service (NRCS), was created under the Soil Conservation Act of 1935, to develop and implement soil erosion control programs.

It was soon clear that local leadership was needed to coordinate efforts of conservation agencies and tie them into local conditions and priorities. As a consequence, the U.S. Congress developed a model Conservation District Law, for consideration by state governments.

In 1937 the State Conservation Committee was established by the Kansas legislature with the enactment of the Kansas Conservation Districts Law. The desire of conservation district supervisors to share their experiences with sister districts and promote conservation statewide led to the organization of the Kansas Association of Conservation Districts in 1944.

Chronological History

1937 - President urges all states to pass legislation authorizing a soil conservation program.

1937 - Kansas legislature passes the Kansas Conservation Districts Law.

1937 - The State Conservation Committee was established by the Kansas Legislature to promote soil and water conservation.

1938 - The first Kansas soil conservation district is formed in Labette County.

1943 - An employee of the State Extension Service, Mr. Reuben Lind, was instrumental in organizing and developing conservation districts serving as Committee Secretary.

1944 - Kansas Association of Conservation Districts organized.

1946 - National Association of Conservation Districts formed.

1950 - The Committee's first full time employee was hired.

1951 - The Kansas Legislature expanded the State Committee membership from two to five farmer members.

1951 - The state was divided into 5 areas for committee elections.

1951 - The U.S. Congress passed Public Law 566 (PL 566) providing watershed and flood protection.

1953 - County Commissioners were authorized to furnish districts clerical services or monies for that purpose.

1954 - The last of the 105 Kansas Soil Conservation Districts formed.

1958 - The State Soil Conservation Committee hires first fieldman.

1963 - The Committee headquarters office was established in Topeka when the Manhattan and Topeka offices were combined.

1963 - Legislature authorized state funds to match up to \$3,000 county funds for CD operations.

1972 - The State Soil Conservation Committee's name was changed to State Conservation Commission.

1972 - The Soil Conservation Districts name changed to Conservation Districts.

1979 - Legislature authorized county commissioners to provide assistance up to \$7,500 and the state was authorized to match up to \$7,500.

1979 - Legislature authorizes the Water Resources Cost-Share Program.

1981 - Legislature authorizes county commissioners to levy .5 mill (not to exceed \$15,000) in addition to \$7,500 from county general fund.

1984 - Kansas Water Plan developed.

1986 - Legislature authorizes county commissions to levy 2 mills not to exceed \$55,000.

1987 - Legislation was passed that required water development projects subject to review by environmental agencies prior to approval of a permit to construct.

1989 - The State Water Plan Special Revenue Fund was established providing funds to allow Kansas to address natural resource needs in a timely and effective manner.

1989 - Legislature authorizes Non-Point Source Pollution Control Fund.

1989 - Legislature authorizes Riparian and Wetland Protection Program.

1994 - The Kansas Legislature enacted the Surface Mining Land Conservation and Reclamation Program which is administered by the State Conservation Commission.

1994 - The legislature amended laws to provide for the election process to include all qualified electors residing in a conservation district.

1994 - State Aid to Conservation Districts limit increased to \$10,000 annually and the limit on county general funds removed.

2007 - State Aid to Conservation districts limit was raised to \$25,000 annually.

2010 - The SCC cost-shared on the newly authorized Water Supply Restoration Programs pilot project. Mission Lake was dredged in Northeast Kansas.

2011 - The SCC staff was consolidated into the newly formed Division of Conservation, Kansas Department of Agriculture.

Conservation Districts Mission

“To develop and implement programs to protect and conserve soil, water, farmland, rangeland, woodland, wildlife, energy, and riparian and wetland resources.”

Other activities of conservation districts include:

1. *Stabilizing local economies and resolving conflicts in land use.*
2. *Providing leadership for the conservation of Kansas’ soil and water.*
3. *Protecting the agricultural resource base.*
4. *Promoting the control of soil erosion.*
5. *Promoting and protecting the quality of and quantity of Kansas’ water.*
6. *Providing assistance to reduce the siltation of stream channels and reservoirs.*
7. *Promoting the wise use of Kansas’ water and all other natural resources.*
8. *Preserving and enhancing wildlife habitat.*
9. *Protecting the tax base and promoting the health, safety and general welfare of the citizens of this state through “a responsible conservation ethic.”*

Nationally, conservation districts usually operate under the following general policies:

1. *Conservation should be led by local citizens.*
2. *The final responsibility for conservation lies with the landowner.*
3. *Landowners have legitimate operating goals.*
4. *Conservation districts are responsive to both landowners and operators, and the community as a whole.*
5. *The best agricultural land should be maintained for agriculture.*

DOC

In 1937, the State Conservation Committee was established by the Kansas Legislature with the enactment of the Kansas Conservation District Law. In 1972, the State Soil Conservation Committee’s name was changed to the State Conservation Commission (SCC). The desire of conservation district supervisors to share their experiences with other districts and promote conservation statewide led to the organization of the Kansas Association of conservation Districts in 1944. In 2011, Governor Brownback combined the SCC into the Kansas Department of Agriculture. The change left the Commission as the policy making board and incorporated the SCC into the new DOC within the Kansas Department of Agriculture (KDA).

The DOC has the responsibility to administer the Conservation Districts Law (K.S.A. 2-1901 et seq), the Watershed District Act (K.S.A. 24-1201 et seq.), and other statutes authorizing various programs. The Division budget is financed from the dedicated funding of the State Water Plan Special Revenue Fund, State General Fund, and fee funds.

The Division is structured as a single program Division, but operates several subprograms that tie both to the mission of the DOC and too many stated goals of the State Water Plan. One of the goals of the DOC is to administer efficiently those subprograms that enhance and protect the state’s natural resources. The Division pursues this goal by working with the 105 conservation districts and 88 organized watershed districts, and other local, state and federal entities.

CHAPTER 1

Supervisor Roles and Responsibilities

District Board of Supervisors

As a District supervisor you have a unique niche among agencies managing Kansas' natural resources. You serve as the grass roots representative of landowners and the general public in your community, providing leadership and direction to bring volunteer cooperation in natural resource conservation programs.

Supervisor Roles & Responsibilities

The governing body of a conservation district consists of five district supervisors. Supervisors receive no compensation for services, but are entitled to travel expenses incurred in the discharge of their duties. Upon taking the oath of office you agreed to carry out the responsibilities of your position in accordance with Kansas Law, K.S.A. 54-106.

Qualifications

Conservation districts are subdivisions of state government, much like school boards. Five elected supervisors make up the governing body of the district. Supervisors are local residents who serve voluntarily without pay. Any qualified elector, urban or rural, may be elected during an annual conservation district meeting. The following guidelines determine a qualified elector:

1. *At least 18 years of age.*
2. *Resides within the district.*
3. *U.S. citizen.*

Term of Office

The term of an elected supervisor is three years. A district supervisor shall hold office until a successor has been elected or appointed and has qualified (oath of office completed). The incumbent supervisor must declare as a candidate and be nominated to be re-elected to the district board. Expiration of district supervisor's terms are staggered so one or two supervisor(s) are elected each year.

Organization of the District Board

Supervisors administer the district by delegating tasks through a structure of board officers, committees, and the district employees. However, the ultimate responsibility for proper completion rest with the board officer and the board as a whole.

The first board meeting after the annual meeting elections, the district board of supervisors should reorganize and elect officers and make appointments to committees. Board positions should be rotated annually to provide all board members with leadership experience.

The following are the elected officer positions that comprise a conservation district board and a description of their duties:

Chairperson

The chairperson of a conservation district board is elected by other board members to lead and accept responsibilities on behalf of the district board. As the head of the board the chairperson sets the meeting agenda, (with input from district employees and other supervisors), presides at meetings, appoints committees, assigns responsibilities and ensures new supervisors are oriented. It is important for a chairperson to recognize his or her responsibility to balance between task—getting the work of the group done; and relationship—helping people enjoy working in the group. An effective chairperson will guide the group through a meeting by adhering to the agenda, following meeting procedures and making an effort to begin and end meetings on time. The chairperson cannot vote unless it is to break a tie. Nor can the chairperson make or second a motion. He/she may “entertain a motion” but someone else must state and/or second it.

Vice-Chairperson

In absence of the chairperson, the vice-chairperson assumes all duties and responsibilities of the chairperson in conducting the meeting. They also arrange special programs for regular board meetings and serve as chairperson of at least one standing committee.

Secretary

The secretary notifies members of each meeting; provides the chairperson with a list of business items to place on the agenda; keeps the board meeting minutes, records of committees, and correspondence on behalf of the board; and prepares district reports. The secretary also ensures that all forms of communication (memos, financial statements, files, etc.) are properly documented. (This is an optional board position).

Treasurer

The treasurer oversees the conservation district finances and usually serves as chairperson of the finance committee. He or she keeps complete financial records; approves claim vouchers; presents treasurers reports; and oversees development of the district budget. Some of these duties may be assigned to district staff.

Note: Some districts combine the offices of the Secretary and Treasurer into one position. Some do not recognize the position of secretary for elected members. An employee may be assigned these duties.

Associate Supervisors or Advisors

Associate supervisors are officially appointed by the board as advisors and representatives. Associates can not vote on board decisions, but could augment the board’s knowledge and experience, and assist with

conservation district programs. They also offer a way to cultivate potential new supervisors, allow former supervisors to remain active in the district, and broaden community input to the district. Be sure to orient associates or advisors just as you would supervisors, and involve them in meaningful activities and projects.

Committees

Conservation district work may be accomplished through committees. Committees study district business in a specific area, such as finance or tree programs and sift out important matters for the board to consider. Committees also implement and monitor decisions made by the board and gather support from organizations and agencies represented on the committee.

There are many different types of committees. A “standing committee” is a permanent committee charged with working on a basic aspect of district work. Conservation districts typically have standing committees for planning, district operations, education, finance, research, land-use planning, public and private rangelands, water quality, recreation, water resources and soil stewardship.

Other functions of a district may require short term or “ad-hoc” committees for a specific task or time period. Examples include: watershed, nominating, annual meeting, and grant committees.

The chairperson and board members appoint themselves, associate supervisors, advisors, representatives of cooperating agencies and associations, or interested citizens as committee members. Look to people with an active personal or professional interest in the committee’s purpose. Committees also serve as an “entry point” and training ground for people who may eventually become a district supervisor.

Committees have no legal or official authority and cannot vote on the district board’s business or obligate district funds. However, encourage their participation. Be sure to include opportunities at board meetings for recognition of committee progress. Regardless of whether a committee is “ad hoc” or “standing,” each should have a specific mission similar to a job description for an individual.

Obtaining New Board Members

While supervisors can be re-elected, potential new board members should be cultivated constantly. Try to keep board membership representative of all types of landowners or operators, community groups and conservation and environmental interests in your district. The more representative your board is, the broader the base of support for your district activities. Ensure you are addressing urban oriented concerns and issues. Also look at skills that are needed for your board, including interpersonal skills. For example, maybe your district’s educational programs are not as strong as you would like; you might recruit someone with a strong educational background.

Nomination and Election Procedures

Your board should have a “nominating committee” to search for energetic persons who are committed to conservation and willing to devote time and effort as a board member. First, look to volunteers who have assisted with district activities, especially associate supervisors and district standing committee members. It is also helpful if new board members have contacts in the community. Do not look only for well known names; they may already be devoting substantial time and energy to other programs and organizations, and other very qualified individuals may be passed up in the process.

The nominating committee should keep a list of potential supervisor candidates. Your board should carefully study this list and decide who to approach. Once this decision is made, contact each person and give basic information on the conservation district, what a supervisor does, and why he/she should consider running for or appointed to office. Give each job description and other very specific, accurate information about time commitments, such as board, committee, and association meetings and program assignments. This may sound like a lot of work, but in doing so you will have accomplished some intensive public relations.

New Supervisor Orientation

After new supervisors take the oath of office, welcome them with a letter or phone call and issue news releases announcing their new position. Formally orient new supervisors, but don't burden them with too much information at once. Initial orientation is usually done by the board chair. When they are appointed to a committee, that committee should orient them as well. The DOC staff can also help orient new supervisors through workshops.

Continuing Supervisor Development

Try to develop your board skills with written materials or other resources. Share these materials with other board members. Supervisor training workshops may be offered by the DOC. Supervisors are encouraged to attend the annual convention of the Kansas Association of Conservation Districts and the area meetings/workshops of the association and the DOC.

It is also good to periodically rotate board members to different positions and committee assignments to broaden their experience and "promote" them. Don't forget to recognize the service, effort and development of your colleagues.

Supervision

People are the primary resource of a conservation district. Part of your board responsibility is to supervise yourselves, paid district staff, associate board members, committees and volunteers as well as coordinate with Division personnel so everyone can carry out the conservation district mission effectively.

Board Members

You must first supervise yourselves, both as individuals and as a board. As an individual board member, are you:

- 1. Attending and actively participating in all board meetings?*
- 2. Carrying out your committee responsibilities?*
- 3. Keeping abreast of local natural resource issues?*
- 4. Attending area and state conservation meetings?*

As a board, are you:

- 1. Identifying local conservation district goals and achieving them?*
- 2. Keeping your conservation district's mission ("reason for being") in focus?*
- 3. Working effectively with district staff and cooperating agencies?*
- 4. Efficiently implementing district programs?*

5. *Making sure your board's policies and activities are consistent with the DOC and the Kansas Association of Conservation Districts?*
6. *Following correct budget and audit procedures?*
7. *Developing fresh annual plans?*
8. *Reporting to the public on your district programs?*

Staff

According to Kansas Conservation District Law; “a supervisor may employ a secretary, technical experts, and other such officers, agents, and employees, permanent or temporary, as they may require, and shall determine their qualifications, duties and compensation.” Conservation district employees can help you implement your programs and policy more effectively.

They can also:

1. *Help coordinate board activities.*
2. *Provide objective input and professional expertise.*
3. *Provide information, data or leg work, and other details.*
4. *Serve as an agent of the district, contacting landowners, agencies and others regarding district business.*
5. *Provide technical assistance to land users.*

There are a variety of positions you may fill; i.e., district clerk, district secretary, water quality coordinator, district manager and district technician. The district secretary and/or manager are key staff positions.

District Manager

A district manager serves as the primary staff person for a conservation district. The district manager can mediate conservation district problems or complaints, work with cooperating agencies to gather information for your planning efforts, and keep you informed of current conservation accomplishments and opportunities. The district manager also usually assists in the recruitment, hiring and supervision of other district employees.

District Secretary

A secretary is typically one of the first employees a district hires. A secretary can create a favorable impression as the first contact many people and others have with the conservation district. Secretaries can help prepare correspondence, agendas, minutes, plans, reports, news letters, and news stories. The secretary can also arrange for meetings, maintain district files and required accounting records, and perform other clerical tasks.

CHAPTER 2

Board Meetings

Introduction

Meetings are fundamental to conducting conservation district business. Supervisors participate in district board meetings, committee meetings of the Kansas Association of Conservation Districts (KACD), SCC/DOC and other organizations and agencies. All conservation districts should have monthly board meetings. At these meetings, the board of supervisors take official action on plans, programs and functions of the district.

Open Meetings Act

In 1972 the Kansas Legislature passed the Kansas Open Meetings Act (KOMA). This act applies to all conservation districts and must be adhered to by each district. Conservation district board meetings must be open to the public and conducted according to the requirements in the KOMA. Further information on the KOMA can be found in the *Kansas Conservation District Handbook* located in each district office.

Quorum

A quorum is the number of members required to be “present” at an assembly or meeting before business can be legally transacted. According to Conservation District Law, a majority of the supervisors (three) shall constitute a quorum. Any business conducted at a board meeting in which there is not a quorum of the supervisors is null and void. In the event a quorum is not present at a regularly scheduled meeting, it is possible to reschedule the meeting or to skip the meeting for that month and to cover the business the following month. A quorum consists of at least three of five supervisors (not associate supervisors) to conduct any official business (make motions, vote, etc.) at a conservation district board meeting.

Executive Session

Under certain conditions the district board may go into executive session for discussion of a specific issue. Upon a formal motion made, seconded and carried, all parties may recess, but not adjourn, open meetings for executive session. Any motion to recess for an executive session shall include a statement of the justification for closing the meeting; the subjects to be discussed during the executive session and the time and place at which the open meeting shall resume.

The motion to recess into executive session, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the district. Discussion during the executive session shall be limited to those subjects stated in the motion. The applicable subjects for conservation districts include:

1. *Personal matters of non-elected personnel.*
2. *Consultation with an attorney for the district which would be deemed privileged in the attorney-client relationship.*
3. *Preliminary discussions relating to the acquisition of real property.*

NO BINDING ACTION shall be taken during executive recesses, and such recess shall not be used as a subterfuge to defeat the purposes of the KOMA.

After the completion of the executive session, the chairman shall reconvene the regular or special meeting at the time and place specified in the original motion. The minutes shall reflect the time of the reconvening of the meeting, persons in attendance and official action taken in the reconvened meeting as a result of the executive session.

Types of Meetings

Regularly Scheduled Meetings

All conservation districts should have monthly board meetings. Board meetings have three basic purposes:

1. To decide on conservation district policy.
2. To monitor implementation of district policy. (Board meetings also serve educational, social, and communication purposes).
3. Review and approve bills for payment.

At these meetings, the board of supervisors take official action on plans, programs and functions of the district. The minutes are the official record of the transactions and proceedings of the board of supervisors and should contain complete and accurate information.

Special Meetings

A special meeting is any meeting, other than an emergency meeting, called for the purpose of dealing with district business which cannot wait until the next regularly scheduled board meeting. In the event of a special meeting only that specific business for which the meeting was called can be discussed. No additional business may be addressed at the special meeting. The requirement for a quorum before any binding action can take place applies to special meetings.

Continued or Reconvened Meetings

A continued or reconvened meeting is one in which there was not sufficient time to cover all the business on the agenda at the regularly scheduled board meeting. Public notice including date, time, place of the continued or reconvened meeting shall be given by announcement at the original meeting. Only matters appearing on the agenda of the original meeting may be discussed at the continued or reconvened meeting.

Annual Meetings

Every district in the state must hold an annual meeting in January or February and hold an election by secret ballot for the election of supervisors whose terms have expired, (K.S.A. 2-1907). Supervisors give a full report of district activities and financial affairs since the last meeting. The annual meetings are normally large, banquet style affairs with an educational or inspirational presentation. Annual meetings

provide an opportunity to interact informally with landowners/operators, key community leaders, assisting agencies, and others, as well as update them on current district activities and direction.

The annual meeting is an excellent time to present awards to outstanding conservationists and others deserving commendation. This is also an opportunity for district supervisors to tell the public of their accomplishments and explain available programs. Conduct the meetings in an orderly and professional manner.

Board Meeting Conduct

Participants should be notified well ahead of the meeting (preferably one week). This notification should include an agenda, listing the reason for the meeting, location, time, items to be discussed, estimated meeting length and important reference materials. Supervisors and associate supervisors (if any) normally appreciate a reminder telephone call a day or two before the meeting. Pay close attention to meeting arrangements. Plan in advance for a comfortable room, parking, refreshments and audio-visual resources (easels, blackboards, slide projectors, public address systems, etc.). Arrange the room so everyone has as much face to face contact as possible (i.e. a round table or square). If you invite the public, or guests, consider placing a name card or tent in front of everyone.

Agenda

The purpose of an agenda is to ensure orderly transaction of business and to give notice to the public regarding what will transpire at the meeting. An agenda should be prepared for each board meeting and be provided to anyone requesting it per the Kansas Open Meetings Act.

Board Meeting Packets

Agendas should be prepared in advance of board meetings so that a copy can be mailed to each member of the board of supervisors and all interested persons prior to the meeting. The board may direct the district manager/secretary to prepare and send out to each supervisor a board meeting packet containing copies of the previous meeting minutes, the agenda, treasurer's report and copies of significant correspondence or other material to be acted upon by the board. This will provide an opportunity for supervisors to be familiar with business to be discussed. If minutes are to be mailed in advance, the supervisors may waive reading the minutes during the meeting.

Parliamentary Procedure

In order to assist a governing body in accomplishing its business, an organized "Rules of Order" is needed. *Robert's Rules of Order* and other guides to parliamentary procedure will be helpful to the chair in conducting a smooth meeting. Although parliamentary procedure is not state law, it is recommended that it be used to conduct a professional and efficient board meeting. The Kansas Open Meetings Act always supersedes such guides when there is a conflict between the two. The KOMA does not allow voting by secret ballots

Under the guidelines of *Robert's Rules of Order* a voting member suggests the board make a decision by stating a motion, "I move that we..." A second member of the board states their support for the motion by seconding the motion, "I second the motion." If not seconded the motion drops. Once a motion has been made and seconded, the chair must restate the question/resolution and call for discussion and then a vote by the board.

If a board member wants to change the motion, he or she can move to amend the motion. “I move we make an amendment of the motion that....” This amendment must be seconded and voted on. Several amendments may be added to the original motion. After discussion, the chairperson re-states the motion, and the group votes on the motion or “motion as amended” and the decision is made. If the group agrees to pass the motion, then the “motion has carried.”

Role of Supervisors in Board Meetings

Every board member should take an active part in the district’s business and participate in discussion at the board meetings. In addition, each district supervisor may chair special interest committees that function as a service to the board. The chairperson of each committee may be called upon to give a report on the committee’s activities at the board meeting.

Suggested Order of Business for District Board Meeting

1. *Meeting called to order*
2. *Minutes of the previous meeting*
3. *Treasurer’s report*
4. *Correspondence received*
5. *NRCS report*
6. *District employee(s) report*
7. *Other reports*
8. *Conservation plans reviewed/approved and/or plans written, revised or canceled*
9. *District programs*
10. *Unfinished business from previous meeting*
11. *New business*
12. *Adjournment*

Actions of the Board

Any decision or act that results in the expenditure of funds, establishes or changes policy, represents district opinion or approval, or causes an obligation of any kind on the part of the district requires official action of the board of supervisors.

Group Process

It is important to be aware of group process at meetings you attend. We all engage in a variety of behaviors at meetings. We do certain things to ensure that the tasks are accomplished, others to maintain the cohesiveness of the group, and still others to fulfill individual agendas (both positive and negative). Groups must balance between task—getting the work of the group done; and relationship—helping people enjoy working in the group. An agenda helps you focus on the tasks to be accomplished at the meeting.

Relationship is a little more complicated. People have many different ways of operating in a group. Step back and look for patterns in the way you communicate with others and see what you can improve. Behavior patterns which drive you “crazy” when working with certain people probably have a positive side as well—try to identify that side, appreciate it, and work together. You may want to look for resources to enhance listening and other group skills.

Try to begin and end meetings on time. Most district board meetings, for example, shouldn't take much longer than two hours. Following specific meeting procedures will help you achieve the ends of your meeting and use your valuable time wisely. Also, setting a yearly calendar for all board meetings will help people know well in advance when meetings will take place. You might also stagger meeting times, in case there is a specific time of the day, week or month that certain participants aren't able to attend.

Minutes

The minutes of the board meeting must contain enough information for anyone to look at them at a later date and determine what items were discussed in the meeting and what action was taken. The minutes are a permanent record of district business and provide a history of the district. They are one of the most important documents in the district office. Minutes should include:

- 1. Name of district, meeting location and date*
- 2. Type of meeting*
- 3. Name of presiding officer and time of call to order*
- 4. Quorum established*
- 5. Members present*
- 6. Staff and visitors present*
- 7. Approval of previous minutes*
- 8. Treasurer's report*
- 9. Correspondence*
- 10. Reports*
- 11. Unfinished business*
- 12. New business*
- 13. Next meeting date, place and time*
- 14. Adjournment*

Normally the district secretary/manager takes minutes, and they are approved at the next regular board meeting. Minutes should be sent out before the next meeting. If sent soon everyone has a written reference to commitments they made and can note corrections or additions to the minutes while the meeting is still fresh in memory.

CHAPTER 3

Financial Management

Introduction

To develop effective conservation programs, your board must obtain adequate district funding. Conservation districts receive and disburse public funds. Supervisors must account for how district funds and other assets, such as conservation tillage equipment, are used. Conservation district funds should be handled only by supervisors and conservation district employees that have been delegated this responsibility and bonded with a surety bond.

Your board may elect to have a finance committee to oversee all financial aspects of the district and help the board make informed decisions. The finance committee should review sources of funding, develop budgets and budget reports, arrange required audit procedures, and check the reliability of financial information. Ultimately, decisions on the budget, etc. are made by the supervisors—the finance committee helps you do this.

District Financial Laws

Kansas statutes define conservation districts as a “governmental subdivision of this state, and a public body corporate and politic.” As such, conservation districts are subject to state laws which govern financial matters of municipalities and other local governmental entities.

Financial Laws Affecting Conservation Districts

K.S.A. 12-105b - specifies that boards shall be presented with a written claim (voucher) with a full account of the items listed prior to issuing or authorizing a warrant check out of any fund. A full account shall include an invoice or other documentation with complete purchase information.

K.S.A. 10-803 and 805 - states warrants and warrant checks shall be signed by the district chairperson, or in the absence of such officer, by the officer authorized by board action to act in the officers stead, and by the treasurer and secretary (who may be an employee).

K.S.A. 10-804 - states the district secretary or clerk shall keep a full record of all warrant checks issued, showing the number, date and amount thereof, on what fund drawn, to whom payable, and include this information on a treasurer’s report.

K.S.A. 10-805 - states the treasurer is responsible, (although bookkeeping may be performed by an employee) for the recording of the number, date and amount of each warrant check, on what fund drawn, and the name of the payee prior to the treasurer affixing his/her signature on the face of the warrant check authorizing payment.

K.S.A. 10-1112 - states it shall be unlawful for the governing body of the district to create any indebtedness in excess of the amount of funds actually on hand in the treasury at the time for such purpose or to authorize issuance of a warrant or check in excess of funds actually in the treasury at the time.

K.S.A. 9-1401 - requires the governing body of any municipal corporation or quasi-municipal corporation shall designate by official action recorded upon its minutes the state and national banks, trust companies, state and federally chartered savings and loan associations and federally chartered savings banks which serve as depositories of its funds.

K.S.A. 9-1402 - requires that “any public money or funds” deposited by a municipal corporation or quasi-municipal corporation of the state of Kansas shall be adequately secured with the financial institution which was designated as the district’s official depository.

K.S.A. 12-1675 - regulates the investment of public moneys. One such regulation limits the maturity of a certificate of deposit to two (2) years or less.

****The previous examples do not represent an all-inclusive list of laws affecting conservation districts nor do they provide for a foolproof system of internal controls.**

Fund Accounting

A fund is designated as a sum of money or other resources segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. Each fund is considered a separate accounting entity with a set of self balancing records of financial transactions.

In order to ensure observation of limitations and restrictions placed on the use of moneys, the SCC has identified the following broad fund types applicable to the financial activities of conservation districts.

Operations Fund

The operations fund is used to account for county (general fund, tax levies and other funds) and state (matching funds) moneys, and other income not accounted for in another fund. The operations fund is used solely to carry out the activities and functions of the district including cost of travel and expenses of supervisors and employees of the district and in no event shall be used for prizes, or incentives for achievement or attendance at meetings, or for travel or expenses for anyone other than supervisors or employees of the district. Operations fund expenditures are used for district operations such as salaries for district employees and office supplies.

Enterprise Fund

The enterprise fund accounts for operations that are financed and operated in a manner similar to private business enterprises – where the stated intent is the costs of providing goods or services on a continuing basis be financed and recovered primarily through user charges. Income sources for the enterprise fund are district owned property, sales or rentals, interest, donations and gifts. Enterprise fund expenditures include items such as travel, awards and prizes and purchase of goods for resale. Also included are

equipment purchases and repair, The main purpose of the Enterprise Fund is to carry out the operations and functions of the conservation district using a source of funds without the restrictions of the Operations Fund.

Budgets

An important part of managing district finances is developing budgets to allocate conservation district funds and other resources. District budgets are prepared for managerial planning and control. Conservation district budgets state a plan of revenue and of expenditure requirements for carrying on the activities, services, and projects of the district for the coming fiscal year. The district budget should be prepared annually by a finance committee, in conjunction with the districts annual work plan. Conservation districts are not subject to budget law but must submit a budget to the DOC in accordance with Conservation District Law.

District Financing

To develop effective conservation programs, your board must obtain adequate district financing. Districts receive financial assistance from the county and the state (matching funds). In addition, Conservation District Law provided that a district may generate locally derived financing (within statute provisions) and accept donations. Conservation district money should be handled only by conservation district supervisors or employees that have been delegated this responsibility and have been bonded.

State Matching Funds

Conservation District Law provides authorization to request financial assistance for each of the 105 conservation districts to assist in carrying out their duties prescribed in Conservation District Law.

Under the Aid to Conservation Districts Program, the state matches up to \$25,000 per district of the annual amount allocated to conservation districts by the board of county commissioners.

Financial assistance enables conservation districts to:

1. Maintain a local office.
2. Acquire office assistance, office supplies and equipment.
3. Carry out information and education activities.
4. Coordinate programs with other districts and the state.
5. Provide liaison between landowners and federal, state and local programs.
6. Utilize financial assistance for conservation practices, equipment, and local administrative costs necessary for implementing financial assistance programs administered by the DOC.
7. Keep landowners advised of conservation problems and solutions.

County Appropriations

Districts should make a special effort to keep local government officials informed on their accomplishments and to seek local financing. The board of county commissioners may annually provide county general funds and/or proceeds from a special mill levy to conservation districts. Moneys appropriated from the levy may not exceed 2 mills or \$55,000, whichever is less.

There are many reasons for the county to support your district. In addition to benefits provided to individual landowners in the county, conservation districts can assist counties with soil surveys and interpretations for planning, county assessment, structures, highways and drainages.

Counties may also consider supporting their conservation district financially because:

1. Preventing erosion can save dollars spent on road drainage clean-up efforts.
2. Preventing floods can save dollars spent on flood control and water supply problems or damages.
3. Conservation improves local environmental quality and economic growth.
4. Salaries paid to conservation district employees contribute to the local economy.
5. Added value of well-cared for properties maintains the local tax base.
6. Conservation district programs are cost effective because of high volunteer inputs.
7. Cooperative agreements with assisting agencies bring state and federal tax dollars and services into the county.

Securing financial support from county government can be a very challenging but rewarding experience. A comprehensive and organized effort by the district supervisors and staff is required to persuade county commissioners to finance district operations. Spend time gathering facts and polishing your presentation. Remember, especially in today's economic climate, you are competing with other entities for a limited amount of money.

Locally Derived Financing

Many districts serve a vital service to land users renting conservation equipment and/or selling conservation related products or services. It is important not to conflict with private enterprise in providing district services or materials.

Grants

Grant funds are awarded to a Division or organization on a competitive basis for a fixed period of time, usually for very specific purposes. Federal and state government, state councils and private and industrial foundations are all sources of grants.

Grants are usually obtained by writing a proposal. Individual grant proposals usually have to follow a unique, detailed format outlined by the grantor.

Typical proposals include:

1. A project summary.
2. A statement of the problem.
3. Methods to be used to solve the problem.
4. Evaluation criteria.
5. Future funding sources.
6. A budget.

The USDA Resource Conservation and Development (RC&D) Councils can help you write grant proposals. There are also private institutions which offer assistance to groups seeking funds through grants.

Internal Control

Internal control is a plan of organization under which employees duties are so arranged and records and procedures are so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Objectives of a system of control include:

1. Safeguard assets (money, data, equipment, etc. – anything of value).
2. Prevent errors.
3. Check accuracy and reliability of information in journals, ledgers, dockets, and other records.
4. Encourage adherence to policies and procedures.
5. Encourage adherence to laws and regulations.
6. Promote efficiency and effectiveness.

If your office has good internal control, the chance for fraud and error is minimal. Detected errors and fraud will probably be caught very early, before they have a chance to become major.

Auditors are required by professional standards to: study and evaluate internal control; communicate material weaknesses in internal control; and report on internal controls. Auditors must, however, use sampling procedures and these procedures often do not detect fraud. The U.S. General Accounting Office (GAO) performed an extensive study of 77,000 federal cases of fraud and found that only two percent were exposed as a result of an audit effort! The largest percentage of cases of fraud – 34 percent – were detected accidentally by other employees.

Basic Principles of Internal Control

There are four very basic and straightforward ideas to achieve internal control:

1. *Divided Duties* - simply means that no one person handles related transactions or events from beginning to end.
2. *Qualified Personnel* - means that people doing the work should have the ability to do the work.
3. *Sound Procedures* - means that procedures for authorizing, recording, and reporting transactions should be clearly and thoroughly defined, documented, disseminated and completed.
4. *Sound Performance* - means making sure that the procedures are in fact being followed.

Nothing is more important in a system of internal controls than separation of duties. This is more difficult for districts because of the small number of persons in the office. This condition does not mean that you forget about separation of duties. In order for separation of duties to work in most conservation districts, substantial involvement would be necessary by board members. Realizing that most board members are farmers or otherwise employed, separation of duties would require a real commitment. Following are sample schemes for separation of duties where outside parties (board members and banks) are used.

Cash Management Duties

1. Board member should be notified by the bank for unusual items, such as insufficient funds.
2. Review bank accounts for proper collateralization.
3. Receive unopened bank statements.
4. Perform bank reconciliation every month and check for the following:

- a. Deposits.
 - (1) Compare dates and amount of daily deposits as shown on the bank statement with the cash receipts journal.
 - (2) Investigate bank transfers to determine that both sides of the transaction have been recorded in the books.
- b. Disbursements.
 - (1) Account for sequence for check numbers including all voided checks.
 - (2) Examine canceled checks for irregular endorsement.
 - (3) Examine canceled checks for authorized signature.
 - (4) Examine canceled checks for alterations.

Claim Vouchers

Claim Vouchers with attached receipts are an essential element in the internal control system. The treasurer or treasurer “pro-tem” should carefully review these documents at board meetings and then sign or initial the claim voucher, thus approving it is a valid claim.

Treasurer’s Report

A detailed report of all bank accounts and petty cash should be reviewed at board meetings and made a part of the minutes. In order to effectively review financial statements each month, the previous month’s treasurer’s report should be presented along with the current month’s statement.

In reviewing the treasurer’s report, the supervisors should consider the following:

1. Compare reports to be sure the account balance at the end of the report period on the previous month’s report is the same as the account balance at the beginning of the report period on the current month’s report.
2. Compare deposits. They will not be the same every month but should be similar. Certain deposits, such as interest earned should be close to the same amount.
3. Compare disbursements. The amount paid to employees for salaries should be approximately the same every month, unless they are part-time workers whose hours fluctuate. Many other bills paid will be the same or close to the same amount. Question any major differences.
4. Every month look for a check showing taxes paid or deposited. Find out whether the district is paying employment tax.
5. Make sure every check is accounted for. The last check on the previous months treasurer’s report should be the number that immediately precedes the first check number on the current treasurer’s report.
6. Voided checks should be listed on the treasurer’s report and the actual check should be either attached to the claim voucher or attached to the check stub in the checkbook.
7. Petty cash must be accounted for with a separate report. For each disbursement the report will contain to whom the money was paid, the purpose and the amount.
8. Unpaid claims or bills must be presented (a list) to the governing body for payment approval of the due and unpaid claims. Items on a claims list represent the claim vouchers previously audited and approved by the treasurer as “correct, due and unpaid.” The corresponding checks should be dated the day of the approval (board meeting date) and are signed following board approval. The claims list is for those services and products that have been provided and the bill (invoice/statement) is in-hand.

These are NOT estimates and are not for services that have not been completed. In reviewing the bills to be paid, the supervisors should not hesitate to question an unusual bill or one that seems higher than usual.

9. A motion must be made to pay the due and unpaid claims specifying the amount of the approval.

Audits

An annual audit of conservation district accounts, receipts and disbursements is required by Conservation District Law. The annual audit shall be performed by a certified public accountant or a municipal public accountant. One copy of the annual audit report shall be transmitted to the DOC within one year of the ending date of the audit period. The district may choose to have either a GAAS or Agreed Upon Procedures Audit performed. Satisfactory audit reports are a prerequisite to receiving state assistance (matching funds).

CHAPTER 4

District Operations

Introduction

District operations are guided by Kansas Statutes and DOC policy and procedures. Please refer to the Conservation District Handbook located in your district office for complete information addressed in this chapter.

District Agreements

Conservation districts accomplish their conservation mission in partnership with a variety of state, federal and local agencies. In 1996 new partnership agreements were developed and signed or were in the process of being developed. Supervisors should annually review district agreements and update or modify them as conditions change. A brief description of the three documents are provided below:

Mutual Agreement

This is an agreement in principle between USDA, the State of Kansas and each conservation district regarding natural resource protection. This agreement is signed by the Governor, the Secretary of Agriculture and each conservation district.

Cooperative Working Agreement

This agreement contains terms applicable to all districts regarding roles and responsibilities, personnel, technical standards, use of equipment, facilities, etc. This agreement was developed through a joint effort of the KACD, District Operations and Outlook Committee, NRCS and the DOC.

Operational Agreement

This agreement is initiated by the district board. It provides an opportunity to assess local needs, develop resource-based future conditions, establish and review priorities and clearly define roles and responsibilities. It would be used to establish long term direction and be revisited annually.

Planning

Planning is the basic tool for developing conservation district programs. To develop and maintain effective programs, supervisors must identify local conservation district needs, set corresponding goals, develop a plan to achieve those goals, ensure implementation, and evaluate effectiveness.

Needs Assessment

Before developing plans, the district must assess and define the conservation problems and needs of the district. Landowners, operators, and those who work with them are a natural place to start. But since the district is a public agency, it should consult with the community as well. This may be time consuming, but it will enhance public support of conservation district efforts by giving people a chance to provide input into district policy. Community input may be obtained through casual contact, public meetings, mail and telephone surveys, local newspapers, and many other methods.

Don't feel limited by what landowners, operators or the public say when identifying conservation concerns. District supervisors are conservation leaders. Many important conservation issues are incorrectly or under-perceived by the average citizen or landowner.

A conservation district may be faced with some or all of the following problems which are common to most districts:

1. Soil erosion resulting in soil losses due to uncontrolled runoff or wind.
2. Soil erosion resulting in moisture losses.
3. Depleted grazing land subject to soil erosion.
4. Flood damage to land, crops, farm property and public roads and utilities.
5. Insufficient water supply for livestock.
6. Insufficient irrigation water.
7. Insufficient or contaminated domestic water supply.
8. Farmland requiring surface and internal drainage.
9. Wildlife areas needing development.
10. Noxious weeds on crop land and grazing land.
11. Lack of riparian areas or destruction of riparian habitat.
12. Wetland identification and protection.
13. Livestock waste affecting water quality.
14. Pesticide and nutrient contamination of ground and surface water.
15. Identifying and plugging abandoned water wells.
16. Keeping people of the district properly informed.

Setting Goals

After researching and defining local conservation issues, the district should develop goals that address identified needs. Goals have different levels. In long-range planning, set broad strategic goals which focus on the conservation districts direction for the next five to ten years. In developing annual plans, list more specific, measurable operational goals or objectives for the concrete results needed to meet strategic goals.

Writing the Plan

You may have encountered various planning techniques in other volunteer service. Don't be intimidated by fancy planning terminology and techniques. Planning is basically an organized way of getting things done. After setting and identifying needs and setting goals you will:

1. Prioritize goals.
2. Brainstorm alternative solutions to meet goals.
3. Assess the readiness of the district to implement solutions (whether the district has adequate personnel, current district financial assets, etc.)
4. Choose between alternative solutions.
5. Identify who will implement solutions and when.

The results of this process are written up into a plan, which serves as a “blueprint” for the district. When planning, keep the following key points in mind:

1. Plan for planning:
 - a. Appoint a planning committee chairperson to coordinate your efforts.
 - b. Obtain a suitable place for planning (consider setting up a retreat to develop your plans)
 - c. Gather information on current programs, major conservation district operating policies, growth trends and other developments, resource problems, district finances, personnel availability, etc.
2. Supervisors should do planning – not paid staff, or agency personnel – they provide you with basic information and advice.
3. Involve all supervisors, as well as associate supervisors, advisors, committee members, cooperating agency representatives, and interested citizens.
4. Keep the plan simple.
5. Be creative – don’t automatically accept the way things were always done.
6. Don’t try to accomplish more than is attainable – credibility will be lost.

Provide copies of the completed plan to all participants. Also provide the media and community leaders with a news release explaining the district’s major goals and objectives.

Implementation

After finalizing plans, implement planned tasks, mobilizing the sources of assistance with the expertise to deal with the needs you have identified (these sources of expertise and assistance should already been consulted in the planning process). Conservation districts may need to establish a program committee to oversee implementation. The program committee’s responsibilities may be divided among other committees (example: water quality, etc.). Regardless of how you divide up implementation, keep the district program on the course you planned. Keep some flexibility for new developments, but do not let the district get sidetracked from your plan.

Evaluation

After implementing your plan, evaluate your success. Did your district meet planned goals? How well? To the extent it did not, why not? What could you change to meet your goals? Were your efforts consistent with your mission?

Build systematic, documented evaluation into every level of your district program. Being a supervisor can be very time consuming, but do not let evaluation slide. Unless you record what you did, how it worked, and how to improve it, a future board (perhaps with all new members) will likely duplicate your efforts. Evaluation is also typically required for grants.

There are many forms of evaluation. You may evaluate the board's internal functions to determine if the board function is sound. If it is, then the activities are too. Another method is to evaluate the district's program. You can also evaluate yourselves or obtain evaluation from an outside observer. A combination of techniques can be used to evaluate your district program. Regardless of how you evaluate, you need standards to measure success. To evaluate soil conservation activities, for example, you may want to measure reductions in tons of soil lost.

Policy

Written guidelines provide consistent implementation of district operations and programs. Your policies should establish the type of service the district provides and guidelines for appropriate use of district resources. Basic mandatory guidelines for operating a conservation district are set by the state legislature with assistance from the DOC. Details on these policies are in the Conservation District Handbook and program manuals published by the DOC. Local district policy may be established in coordination with the DOC.

Many district policies will have been set by supervisors who served before you, and are not necessarily mandatory. Study local conservation district policies to see if they are still appropriate to current conditions. Update them if necessary.

Legal/Liabilities

Kansas conservation districts are political subdivisions of state government. The empowering statute for conservation districts is Kansas Conservation District Law K.S.A. 2-1901 et. Seq. A copy of Conservation District Law is located in the *Kansas Conservation District Handbook*. District supervisors are *public* officials and district employees are *public* employees. In order to maintain the public trust, and be eligible for public funds, conservation districts must comply with applicable Kansas Statutes.

By law, the DOC is responsible to provide administrative assistance to conservation districts. The SCC's responsibilities are outlined in Conservation District Law K.S.A. 2-1904 and include employee training, dissemination of information and providing awareness on statutory and other requirements applicable to conservation districts. While a conservation district has access to the State Attorney General's Office, as well as their local county attorney, it is recommended districts rely on the SCC as the primary source of assistance regarding legal matters.

Liabilities

The Kansas Tort Claims Act, K.S.A. 75-6101 et seq., covers district supervisors and employees if acting within the scope of their duties. The Attorney General of Kansas determines if fraud or malice is evident. A basic goal of the Tort Claims Act is to protect the supervisors from being personally sued for their actions or omissions. Coverage under the Tort Claims Act means that district officials and employees have liability coverage for damages to others or property while acting within the scope of their duties or employment. In the event of a claim the State Attorney General will represent the district and the State will pay all legal expenses. Claims made against a conservation district cannot exceed \$500,000 and are paid by the State of Kansas.

The best way to avoid legal liability is to conscientiously perform the job of supervisor; understand the role and responsibilities, keep accurate minutes, go to board meetings, keep well informed of what the district is doing and stay free of any potential conflicts of interest.

Conflicts of Interest

Board members should not have any business transactions with the district unless they are under specific, approved conditions. Supervisors should avoid any action which may give even the impression of impropriety. The DOC can assist your district in conflict of interest determinations.

Open Records Act - (K.S.A. 45-215 et seq.)

By law, all conservation district files and records are open to the public for inspection during normal business hours, except as otherwise provided by K.S.A. 45-215 et seq., and suitable facilities shall be made available by each public agency for this purpose.

Information and Education

Conservation districts encourage volunteer cooperation of landowners and the general public through information and education. Landowners and operators must be educated so they will understand and adopt conservation values and practices. The general public must be reached so they will understand their stake in conservation and contribute their financial, political and volunteer support to district programs. You must also inform local, state and federal legislators on conservation implications of issues they address.

To have effective information/education programs, supervisors should understand their audiences and implement the most effective method of communication. They should also understand how to integrate public relations into their program. Finally, supervisors should be aware of the many forms of media available to communicate their message.

Adults

Conservation districts work with many adult audiences. These may include landowners, operators, community leaders, civic clubs, cooperating agency personnel and others. Our learning style usually changes as we get older. We have more life experience, look for education that can be applied in the present, and expect teachers to be sensitive to our educational needs. Finally adults have the freedom to choose whether or not to participate in your district educational efforts. There are a variety of methods to reach adults including:

1. Personal contact
2. Inviting persons to board meetings
3. Open house tours
4. Annual meetings
5. Community meetings
6. Newsletters
7. Field tours
8. Demonstration plots
9. Case studies
10. Workshops
11. Speeches or films
12. Panel discussions
13. Symposia
14. News articles
15. TV and radio programs

16. Other media, state magazines, etc.

Contact your local Cooperative Extension office for help in developing conservation education programs for adults.

Legislators

Legislators need to be informed and educated about conservation issues. District programs are often directly affected by local, state or federal laws. The KACD and the National Association of Conservation Districts (NACD) are the principal legislative arms for conservation districts; inform them of your legislative concerns.

You can assist the KACD and NACD in their lobbying efforts. Learn how the legislative process works and get to know your representatives' backgrounds and views on conservation. Make personal contact with representatives through concise, well thought out letters and phone calls. You may also have opportunities to give testimony in formal meetings or hearings on conservation issues.

Youth

A major aim of conservation education is to enrich peoples' conservation values. The older we get, the more difficult it usually is to be open to fresh ideas conservation values, especially if, as has been the trend, we are further removed from the land. Youth offer one of the most fertile avenues for enriching the general public's conservation values.

You may work with the whole youth population or specific groups, such as area schools, 4-H clubs, Future Farmers of America, Boy Scouts, Girl Scouts, and others. Try to be conscious of the special needs of different youth audiences, such as teens versus kindergartners, etc. and use the most appropriate methods. It is vital to "get down to their level" to be effective. Conservation districts have used a wide variety of methods to reach youth, including:

1. Youth conservation education scholarships for camps or academic programs.
2. Training teachers and youth group leaders in conservation.
3. Providing educational materials for conservation components of youth group programs.
4. Inviting youth group leaders to board meetings.
5. Setting up a "youth board" – a small scale version of the conservation district board.
6. Seeking sponsors for awards and other conservation programs for youths.
7. Encouraging youth groups to implement conservation plans on youth group facilities and property.
8. Developing conservation programs and projects which can involve youth.
9. Locating conservation projects in areas meaningful to youth.
10. Assist in developing outdoor classrooms.
11. Demonstrations and tours.

For information on the KACD sponsored speech, poster, limerick, essay and envirothon contests contact the current chairperson of the Conservation, Education and Youth Committee.

Public Relations/Media

Your conservation district's public image affects every aspect of your work. Public relations is a continuous program to help people understand what your conservation district is, what you are doing, and why it is important. Good public relations can:

1. Inform the public of what the conservation district is and does.
2. Promote favorable recognition of the district.
3. Ensure that individuals, organizations, agencies and local governments are aware of the availability of district assistance.
4. Build rapport with other groups.
5. Increase the amount of funds that your district receives.
6. Increase the quality and amount of assistance the district obtains from cooperating agencies.
7. Improve the quality of people who serve as conservation district supervisors or on conservation committees.

Your board should appoint one person or a committee to be in charge of conservation district public relations. The district should set goals for basic understandings you would like the public to have about your district. These public relations goals should grow naturally out of what your conservation district is doing, then permeate all aspects of your conservation district's plans and programs. As with most educational efforts, understand different audiences and tailor your public relations messages to be interesting to each. Make sure you send consistent information. Sometimes written, graphic and non-verbal aspects of your programs can give different messages. In developing and maintaining your conservation district's public relations program:

1. Board members and associate supervisors should represent the board in person whenever possible – don't rely on paid staff.
2. Pay attention to public relations details throughout your district program; treat people warmly over the phone and in the mail; follow through on commitments; pay attention to cultural differences; and give adequate recognition to agencies, associations and other groups you work with.

The NACD and many other sources have more specific information on conducting effective public relations programs.

Media

Whether you are engaging in information, education, public relations, or all three, you will use a whole range of media, from personal contact to mass media. Examples include:

1. Personal telephone or conference calls.
2. Personal letters.
3. Direct mail.
4. Interview shows.
5. Free speech messages.
6. Press conferences.
7. Columns or regular features in newspapers or magazines.
8. Films, movies, video tapes.
9. Events, such as Soil and Water Stewardship week.
10. Displays, shows, fairs.

11. Demonstrations (with signs).
12. Annual reports.
13. Newsletters.
14. Press coverage at meetings.
15. Public Service Announcements (PSA's) on radio, TV
16. Press releases to newspapers, magazines, etc.
17. Calendar listings.
18. Brochures, handouts, mailers, etc.
19. Photos or other artwork.
20. Posters/banners.

Try to establish friendly, mutually helpful relationships with media representatives. If you convince them of the importance of your program, they will convince the public. Your district might have a committee to coordinate media relations and decide:

1. Why you want media coverage.
2. Who your audiences are.
3. Which media would be most effective in reaching different audiences.

Assisting Agencies/Organizations

Conservation districts establish priorities and direct action on local natural resource concerns. Districts also often work together on multi-district conservation activities, such as watershed projects. Conservation District Law allows cooperation between districts. In all cases, districts rely on cooperative assistance and funding from federal, state, and local governments, district organizations, private organizations and businesses. Many agencies and organizations have a strong interest in the same natural resources you are working with. It is important to involve them in your activities.

Assistance is set up formally through a cooperative agreement, or a memorandum of understanding. You can also involve groups more informally by appointing their representatives as associate supervisors, advisors or committee members. For a listing of cooperating agencies and organizations see appendix A.

Personnel Management

District supervisors bear the responsibility and accountability for the personnel management policies and decisions needed to make their staff effective and productive. The board of supervisors is responsible for hiring, supervising and terminating district employees. District employees are not state or county employees, but are employees of the individual conservation district. It is, therefore, vital district supervisors take an active role in formulating and administering personnel policies.

****Please refer to the Kansas Conservation District Handbook for personnel policy and procedure guidance.**

District supervisors should:

1. Develop written personnel policies.
2. Ensure that personnel policies and decisions are based on merit principles.
3. Ensure that personnel management is conducted according to written policy.
4. Be certain personnel policies are adequate and current.

5. Conduct or review annual performance appraisals for all district employees.
6. See that their employees are well trained.

Sexual Harassment

Sexual harassment is discrimination on the basis of gender (sex). No officer or employee of any agency shall permit or engage in sexual harassment or in sexual discrimination. Unwelcome sexual advances, requests for sexual favors, and verbal, graphic or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile or offensive working environment.

Staff Evaluation

Conservation District employees should be evaluated yearly to clarify expectations, identify continued professional development needs, and share concerns. This is the immediate supervisors responsibility. The evaluation should be both in writing and by oral discussion with the employee. You can reasonably expect the following from staff, (Adapted from Conrad and Glenn, pg. 116-119 and Ty Clark):

1. Attention to details of meetings.
2. Complete, concise, and accurate information.
3. Honesty in individual and organizational relationships.
4. Judicious use of time.
5. Meeting of agreed upon deadlines, with notification if deadlines cannot be met.
6. Prompt response to requests for information.
7. Prompt return of phone calls.

In return for this, staff working for your board can reasonably expect:

1. Fulfillment of commitments within the agreed upon deadlines.
2. Organizational knowledge and ability.
3. Candid performance appraisal and assistance in performance.
4. Support in controversial situations.
5. Easy access by phone or visitation.
6. Loyalty, confidentiality, and sensitivity.
7. Incentives and rewards to promote and recognize accomplishments.

District employees should have the opportunity for grievance if the need arises. Consult the *Kansas Conservation District Handbook* Personnel Section for details on making these arrangements.

Board /Staff Relationships

Relationships between your board and staff must be effective. It can be exasperating for a district employee to have “five bosses at once”, especially if they offer conflicting input. The board chairman is normally the board member who works directly with the staff. He or she should maintain a keen awareness of employee concerns, initiate evaluations, salary increases, and other personnel actions. If you have a district manager, and they supervise the other employees the board chairman should work through the manager. The types of tasks performed or “roles” of board members versus staff should be very clear. Although there is overlap, the board generally sets policy and the staff implements it. If you hired staff to do a job, let them do it (and don’t expect them to do your job either). Keep your respective roles as clear as possible at all times.

Personnel of the NRCS often act as “staff” for a district. Conservation districts have had a long and close, productive relationship with the NRCS. If their schedules and priorities allow them, encourage their assistance to your conservation district. But as with regular staff, don’t let the NRCS or other assisting agencies exert too much power over your district. Don’t abdicate your legal responsibilities (especially policy and public relations) to district staff or NRCS personnel.

Volunteers

Most people involved in your district are volunteering their time and energy as supervisors, associates, committee members or in other roles. For these volunteers to feel their service was worth contributing, they must see concrete achievements, and to do this they must be supervised and coordinated.

In many ways, supervising volunteers is similar to supervising paid staff. Develop position descriptions for volunteers just as you would paid employees. This will help you focus on concrete needs for the position and assure the volunteer that you need someone to do a real job. The position description also acts as a written agreement, legally protecting the volunteer and the district.

Do everything you can to make volunteers feel comfortable and fulfilled in the service they are rendering to conservation. Volunteers are motivated by a variety of factors such as self expression, philanthropy and many others. Try to help them fulfill these motivations. Treat volunteers as co-workers; provide good working conditions, promote them to greater responsibilities, give them a part in planning, and let them know how much you appreciate them, both personally and professionally.

GLOSSARY of TERMS

Algae Bloom: An explosive increase in the population of phytoplankton. Algae blooms are often associated with excess nutrients (eutrophic) conditions and can be composed of noxious algae species.

Assistant State Conservationist (AC): A Natural Resource Conservation Service employee responsible for all NRCS staff and policy in an area or program designated by the NRCS. There are three Area Assistant State Conservationists in Kansas.

Basin Advisory Committee (BAC): The Basin Advisory Committees provide insight and advice on water issues to the Kansas Water Authority and serve as a forum for community involvement. Each of the state's 12 principal river basins in Kansas has a Basin Advisory Committee.

Best Management Practices (BMP): The most effective practices or combinations of practices to reduce non-point source pollution to acceptable levels.

Biological Oxygen Demand (BOD): A measure of the amount of oxygen removed by pollutants.

Channelized: Refers to a stream that has been straightened and deepened to accommodate flood flows. The process is called channelization.

Clean Water Act: Also known as the Federal Water Pollution Control Act.

Conifer: A cone bearing tree. Pine, spruce, and cedar are common examples. Most are evergreens.

Conservation Compliance: A conservation provision of the 1985 Food Security Act, which requires producers to implement a conservation plan for highly erodible fields to remain eligible for USDA program benefits. Plans must have been developed by December 31, 1989, and fully implemented by December 31, 1994.

Conservation Plan: A locally approved record of decisions made by the land user regarding the conservation of soil, water, and related plant and animal resources for all or part of an operating unit. Conservation plans also include resource material requested by a land user.

Conservation Reserve Program (CRP): A provision of the 1985 Food Security Act which encourages farmers to plant on highly erodible cropland to grass and/or trees through a ten year contracts with the USDA.

Continuous Conservation Reserve Program: Environmentally desirable land devoted to certain conservation practices may be enrolled in CRP at any time under continuous sign-up. Offers are automatically accepted provided the land and producer meet certain eligibility requirements. Offers for continuous sign-up are not subject to competitive bidding. Continuous sign-up contracts are 10 to 15 years in duration.

Conservation Use Acres: Acres used to conserve cropping history when underseeded in acreage reduction programs.

Coordinated Resource Management: A process to help landowners, agencies, and resource users to coordinate solutions to natural resource problems occurring over mixed land ownerships.

Cooperative Agreement: An agreement between a conservation district and a landowner or operator located in the district, to provide technical assistance for soil and water conservation.

Cooperator: A landowner or operator who has signed a cooperative agreement with a conservation district.

Cost-Share Assistance: A method of financing improvements not normally affordable by the private sector alone that has public benefits. Financing is shared by one or more government entities and private individuals and/or groups.

Conservation Reserve Enhancement Program (CREP): The Conservation Reserve Enhancement Program (CREP) is a voluntary land retirement program that helps agricultural producers protect environmentally sensitive land, decrease erosion, restore wildlife habitat, and safeguard ground and surface water.

Conservation Security Program (CSP): The Conservation Security Program (CSP) is a voluntary conservation program that supports ongoing stewardship of private agricultural lands by providing payments for maintaining and enhancing natural resources.

Dam (detention): A structure built to reduce stream flows.

Dam (erosion control): Structure built especially to reduce soil erosion rate to a more acceptable level.

Dam (flood control): Structure installed to protect downstream areas from damages caused by excessive stream flows.

Dam (grade stabilization): Structure installed to restrict water flows thus preventing gullies from encroaching upstream on the land.

Deciduous Tree: A tree that drops its leaves each autumn. Usually broadleaved trees, of which maple, oak, birch, and hickory are examples.

District Conservationist (DC): Natural Resource Conservation Service (NRCS) employee responsible for technical quality and local NRCS personnel.

Ecosystem: Any area or volume in which there is an exchange of matter and energy between living and nonliving parts. That is, the biotic community together with soil, air, water, and sunlight from an ecosystem.

Emergency Conservation Program (ECP): USDA Farm Service Agency's (FSA) Emergency Conservation Program (ECP) provides emergency funding and technical assistance for farmers and ranchers to rehabilitate farmland damaged by natural disasters and for carrying out emergency water conservation measures in periods of severe drought.

Effluent: Liquid waste from either a septic tank or sewage treatment plant.

Enduring Practices: Conservation installations such as terraces, dams, waterways, etc. that are lasting or permanent when properly operated and maintained.

Ephemeral: Refers to the hydrological conditions in streams that only flow immediately after stream events.

Eutrophication: Nutrient enrichment of a body of water, called cultural eutrophication when accelerated by the introduction of massive amounts of nutrients by human activity.

Environmental Impact Statement (EIS): A document that discusses the likely significant impacts of a development project or a planning proposal, ways to lessen the impacts, and alternatives to the project or proposal. EIS's are required by the National Environmental Policy Act (NEPA).

Environmental Quality Incentive Program (EQIP): This federal assistance program consolidates the functions of four existing conservation programs into one and focuses assistance to locally identified conservation priority areas or areas where agricultural improvements will help meet water quality goals.

Erodibility Index (EI): A numerical index indicating the potential of a soil to erode, based on topography, precipitation, soil characteristics, and other factors.

Extension Agent: See section on cooperating agencies – KSU Cooperative Extension Service.

Facilitator: A neutral person that encourages participation, identifies and resolves conflicts or problem situations in the best interest of the group.

Farm-A-Syst: Farm site evaluation program to assess drinking water quality and identify possible contaminants. Includes procedures ranging from water testing to pesticide and herbicide storage recommendations.

Field Capacity: Amount of water held by soil against the force of gravity.

Field Office Technical Guide (FOTG): A guide developed specifically for each NRCS field office and used by the NRCS to assure the quality of technical advice on conservation systems planning and application.

Federal Water Quality Act - Section 319: Clean Water Act amendments of 1987. Section 319 of these amendments specifically require states to develop an assessment of nonpoint source pollution and a management plan for controlling such pollution.

Food Security Act (FSA): A federal law including provisions on Conservation Reserve, Conservation Compliance, Sodbuster, and Swampbuster. Also known as the 1985 Farm Bill.

Fulltime Equivalent (FTE): The work one person does in one year. Used to estimate costs and people needed to perform certain actions.

General Services Administration (GSA): An independent agency of the U.S. Government which manages and supervises the governments property and equipment, including the construction and operation of government buildings.

Geographic Information Systems (GIS): A specialized data base that preserves locational identities of the information they record. A digital computer provides the basis for storage, manipulation, and display of large amounts of data that have been encoded in digital form. In essence, a GIS consists of a series of overlays depicting raw data on topography, soils, land use or geology for a specific geographic region.

Highly Erodible Land (HEL): Land having an erodibility index greater than eight.

Hydric Soil: Soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions.

Kansas Association for Conservation and Environmental Education (KACEE): KACEE is a private, non-profit association with the purpose of promoting effective conservation and environmental education throughout Kansas.

Live Stake: Cuttings from living branches that are tamped or inserted into the earth. The stakes eventually leaf out and take root.

Loam: A soil textural class name with limits of 7 to 27 percent clay, 28 to 50 percent silt and 23 to 52 percent sand.

Local Environmental Protection Plan (LEPP): A regulatory program implemented at the county level to protect and improve water quality.

Loess: Wind-transported and deposited material of silt and clay size.

Long-Term Agreement (LTA): Agreement with a landowner/operator to apply conservation practices. It contains practices to be applied, schedule of application, and cost-share rates, if appropriate.

Memorandum of Understanding (MOU): An agreement between a conservation district and other public entity for services, funding, or other program assistance. Sometimes referred to as Memorandum of Agreement (MOA).

National Environmental Policy Act (NEPA): Law requiring the federal government to consider environmental impacts of their activities.

National Pollution Discharge Elimination System (NPDES): A part of the Federal Clean Water Act, which requires point source discharges to obtain discharge permits. These permits are referred to as NPDES permits and are administered by the Kansas Department of Health and Environment.

Non-Point Source Pollution (NPS): Pollution from many small sources which accumulates in surface or ground water. Individual sites are typically insignificant, but add to a cumulative problem with serious health or environmental problems.

Parliamentary Procedure: A meeting procedure based on *Robert's Rules of Order*. A generally accepted method of conducting orderly meetings.

Point of Order: A parliamentary procedure term for an objection raised by a member because of improper procedure or annoying remarks. It must be ruled on immediately by the chair.

Practice Maintenance Agreement: An agreement, signed by the landowner, to maintain the structure being cost shared over a reasonable period of time.

Property and Resource Information System Management (PRISM): A joint project between the FSA, NRCS, and the county to share computerized land data information.

Public Law 83-566 (PL566): Watershed Protection and Flood Protection Act. Federal law detailing cost-share for planning and implementation of practices on small watersheds.

Public Law 92-500 - Federal Water Pollution Control Act - Section 208: Federal legislation setting national goals to eliminate water pollution. Section 208 addresses non-point pollution.

Quorum: The minimum number of members required to be present at a meeting to transact business. Three of five conservation district supervisors constitute a quorum.

Referendum: Proposed law or bond issue submitted on the ballot for approval by the people voting.

Resource Conservation Act (RCA) (PL 95-192): The act directs the Secretary of Agriculture to continually appraise non-federal soil, water, and related sources.

Resource Conservation and Development (RC&D): RC&D areas are locally organized, sponsored, and directed organizations of people that receive technical and financial assistance from the USDA, and other organizations, to conserve and use natural resources.

Revetment: A structure, usually with vegetative plantings inserted, to sustain an embankment.

Revised Universal Soil Loss Equation (RUSLE): An empirical formula developed to predict soil loss from sheet and rill erosion. Factors used in the formula are: soil characteristics, rainfall, length and steepness of slope, cover and practice factors.

Rill Erosion: Rill erosion occurs when sheet flow moves down fairly steep slopes, forming small channels with depths up to 1 ft., fairly evenly spaced across a slope.

Riparian: Term describing an area of streamside vegetation along any perennial or intermittent stream, including the stream bank and adjoining floodplain, which is typically distinguishable from upland areas in terms of vegetation, soils or topography.

River Basin: A natural area providing drainage to a major river.

Sanitary Code: An environmental code approved by the secretary of KDHE which establishes standards for the management of on-site wastewater systems for the treatment and disposal of domestic sewage.

Sheet Erosion: Water erosion that removes a uniform layer of soil from the land surface.

Small Watershed Program: The program is amended to allow PL 566 funds to be used for cost share on perpetual easements to restore and enhance wetlands, improve water quality and quantity, and provide habitat for fish and wildlife. The local share of such wetlands easement is 50 percent.

Sodbuster: Provision of the 1985 Food Security Act which requires a conservation plan to be implemented on highly erodible cropland that was not cropped between 1981 and 1985, to remain eligible for USDA program benefits.

Soil Horizon: Developmental layer in the soil with its own characteristics of thickness, color, texture, structure, acidity, and nutrient concentration.

Soil Loss Tolerance (T): Erosion rate in tons/acre/year at which a soil would not deteriorate.

Soil Profile: Distinctive layering of horizons in the soil.

Soil Series: Basic unit of soil classification consisting of soils that are essentially alike in all major profile characteristics except texture of the A horizon. Soil series are usually named for the locality where the typical soil was first recorded.

Soil Texture: Relative proportions of the three particle sizes - sand, silt and clay - in the soil.

Soil Type: Lowest unit in the natural system of soil classification, consisting of soils that are alike in all characteristics, including texture of the A horizon.

Stewardship Incentive Program (SIP): Provides up to seventy five percent cost-share assistance to forest landowners with approved management plans under the Forest Stewardship Program. This program is administered through the FSA.

Swampbuster: Conservation provision of the 1985 Food Security Act which requires farmers not to convert wetlands to annually tilled crops to remain eligible for USDA program benefits.

Total Suspended Solids (TSS): The concentration of soils and organic and inorganic material in suspension in a water profile.

Turbidity: A condition in water caused by the presence of suspended matter, resulting in the scattering and absorption of light rays.

Water Quality: The biological, chemical, and physical conditions of a body of water.

Water Quality Act (1987) (WQA): A federal law (PL 100-4) to amend the Federal Water Pollution Control Act to provide for the renewal of the quality of the nations waters. Section 319 details the legislation that relates to agricultural non-point pollution.

Water Quality Management Plan (WQMP): A plan designed to improve water quality by encouraging implementation of Best Management Practices through information-education activities, technical assistance, and incentives for BMP adoption.

Water Resources Cost-Share Program (WRCSP): The state of Kansas provides cost-sharing assistance to landowners for the establishment of enduring structures to improve the quantity and quality of Kansas water resources. Administered by the SCC through county conservation districts.

Watershed Protection Approach: Looking at the entire watershed for NPS and total resource management.

Watershed: The geographic area from which a particular river, stream, or water body receives its water supply.

Wildlife Habitat Improvement Program (WHIP): A Kansas Department of Wildlife and Parks administered program which provides funds to landowners to improve wildlife habitat.

Wetland: Any area of predominantly hydric soils where standing water or wet soil conditions exists for a significant part of the growing season of most years. When surface water is present, depth generally does not exceed six feet. Vegetation is dominated by water tolerant plants (hydrophytes).

Wetlands Reserve Program (WRP): Provides easement and cost-share payments to producers who agree to restore prior converted or farmed wetlands.

Wetland & Riparian Areas Program (WRAP): A program developed to protect, restore and enhance wetlands and riparian areas in Kansas. This voluntary program provides technical and financial assistance to interested landowners.

Watershed Restoration and Protection Strategy (WRAPS): A Watershed Restoration and Protection Strategy is a planning and management framework intended to engage stakeholders in a process to: identify watershed restoration and protection needs, establish management goals, create a cost effective action plan to achieve goals, implement the action plan.

Vulnerable Water Resources: Water resources that have a high probability of being contaminated.

APPENDIX A:

COOPERATING AGENCIES/ORGANIZATIONS

Federal Agencies

U.S. Army Corps of Engineers

The U.S. Army Corps of Engineers plans and constructs reservoirs and local measures to control floods and improve navigation. It is active in flood control, hydroelectric power, municipal and industrial water supplies, and recreation as well as planning for all functions of water resource development. The corps is also involved in wetland delineation.

Farm Services Agency (FSA)

The FSA administers cost sharing programs to farmers implementing conservation. USDA policy invites district supervisors to participate with county FSA committees in developing county programs. The FSA also provides aerial photos for conservation work, assistance for land treatment and development, and natural disaster relief.

Environmental Protection Agency (EPA)

Established in 1970, the EPA is charged with protecting and enhancing the environment today and for future generations to the fullest extent possible under the laws enacted by congress. The EPA controls and abates pollution by establishing regulations in the areas of air, water, solid waste, noise, radiation, and toxic substances. The EPA is also involved in wetland delineation.

U.S. Fish and Wildlife Service (FWS)

The FWS is responsible for wild birds, mammals (except certain marine mammals), and certain sport fisheries. The FWS conducts research activities, conducts environmental impact assessments, and manages wildlife refuges. The FWS is also involved in wetland planning and delineation.

Natural Resources Conservation Service (NRCS)

The NRCS has a long and extensive tradition of work with conservation districts. The NRCS provides personnel, equipment, office space, and counsel to districts. It also provides free technical assistance with soils, conservation practices, and planning to landusers and others.

Resource Conservation and Development (RC&D)

The RC&D expands opportunities for conservation districts, local units of government, and individuals to improve their communities in multi-county areas. The program can assist them in enhancing their economic, environmental, and social well-being.

U.S. Geological Survey (USGS)

The USGS conducts studies on public lands as well as research in geology, geophysics, hydrology, cartography, and related sciences. It also studies natural hazards, such as earthquakes and volcanoes, and identifies flood hazard areas.

State Agencies

Division of Water Resources (DWR), Department of Agriculture

The DWR administers programs dealing with water right issues and works with Groundwater Management Districts throughout Kansas. The DWR seeks to provide sound management of the states water supplies. The programs are designed to control, conserve, regulate, allot, and aid in the distribution of water resources. Program activities include review of channel changes, review of dam and levee construction plans, issuance of permits, inspection of dams and levees, and development of flood plain regulations. The DWR also provides computerized water data to those needing such information.

Kansas Department of Health and Environment (KDHE)

The KDHE administers state and federal environmental laws and programs to protect the public health and environment. The program includes Air Quality Control, Environmental Remediation, Ground Water Protection, Hazardous Waste, Non-Point Source Pollution Control, Public Water Supply, Solid Waste Management, Surface Mining, Underground Injection Wells, Water Pollution Control and Water Quality Assessment. The KDHE seeks to achieve the environmental goals and legislative mandates that are regulatory in nature.

Kansas Department of Wildlife and Parks (KDWP)

The KDWP has natural resource responsibilities and its mission is to address the state's outdoor recreational opportunities and natural resource protection. The operational structure of the department consists of the line divisions of Park and Public Lands, Fisheries and Wildlife, Law Enforcement as well as the support divisions of Administrative and Executive Services. These line and support divisions have the responsibility of managing department lands and waters, enforcing wildlife laws, managing and researching wildlife resources, maintaining environment and wildlife education efforts and addressing various federal and state mandates, such as acts relating to threatened and endangered species.

Kansas State University Research and Extension

Extension agents and specialists are available to counsel, educate and train conservation districts in economics, engineering, agronomy and soils, animal sciences, entomology, food science and technology, forestry and range management, home economics, horticulture, plant pathology, sociology, veterinary science and many other areas. Most counties have an extension office which serves as the local contact for conservation districts to request extension assistance. KSU Cooperative Extension is also responsible for 4-H, which can be an excellent vehicle for youth conservation education programs.

Kansas Water Office (KWO)

The Kansas Water Office is the water planning and marketing agency for the state. The Water Office is administered by a director, who is appointed by the governor for a four-year term. The 23 member

Kansas Water Authority is part of the Water Office and advises the governor, the legislature, and Water Office Director on water policy issues. The primary purpose of the State Water Plan, administered by the Kansas Water Authority, is the management, conservation, and development of the water resources of the state. The Water Authority has ongoing responsibility for approval and revision of the State Water Plan.

DOC, Kansas Department of Agriculture

The DOC administers the Kansas Conservation District Law, Watershed District Law, and has as its goal the protection of the states soil, water and related natural resources. The State Conservation Commission (SCC) is composed of nine members. The five conservation areas of the state each elect one member. The remaining four members are ex officio and are selected as follows: the U.S. Secretary of Agriculture and the State Secretary of Agriculture each appoint one member, and the director of the Cooperative Extension Service and the Director of the Agricultural Experiment Station each appoint one member. The Division is administered by an executive director appointed by the commission.

The DOC assists the 105 conservation districts and 86 organized watershed districts by coordinating district programs; serving as liaison to state, federal and local agencies; preparing information and promotional material; and training district personnel. In addition, the DOC working closely with other local, state and federal agencies and the private sector, develops and assists in the implementation and administration of programs to conserve the natural resources of Kansas. The DOC also provides a state match for county funds for conservation district operations.

Local Government

County Government

All conservation districts in Kansas are along precinct lines within counties, and while there is no legal relationship between the two, counties can be helpful in several ways. Counties can provide: funding, use of equipment; cooperation on county parks and other county owned land; subdivision reviews and cooperative educational activities. County contacts include: commissioners, engineer, highway superintendent, health officer, planning commission, parks and recreation department, weed department and others.

Municipal Government

Municipalities can provide funding, co-sponsorship of projects, technical and planning assistance. Urban conservation programs can include: tree planting, flood runoff prevention, fertilizer and pesticide management, recreation, cooperative educational activities, improved water quantity and quality. Municipal contacts include: mayor, council, planners, recreation boards, engineers and others.

Kansas Association of Conservation Districts (KACD)

The KACD is a non-profit, non-governmental organization of the 105 conservation districts in the State of Kansas. The KACD is made up of five areas of conservation districts and serves as a state voice for conservation districts on state policy, legislation, communication, and funding for conservation activities. Each area elects a supervisor to serve as area director on the KACD board. The KACD also provides forums to inform, train and educate supervisors and recognize outstanding district individuals and programs. The KACD has standing committees on:

1. Conservation Education and Youth
2. District Operations and Outlook
3. Endowment
4. Fair Booth
5. Finance and Development
6. Food Security Act
7. FSA-KACD/DOC District Operations Task Force
8. Grasslands
9. Great Plains
10. Legislative
11. Kansas Water Authority
12. Public Relations
13. Research
14. Resolutions
15. Rural Development
16. Soil and Water Stewardship
17. Water Resources
18. Wildlife, Forestry and Recreation
19. Community

The KACD website is www.kacdnet.org.

Kansas Association of Conservation Districts Employees Organization (KACD-EO)

The KACD-EO was organized in 1973 to assist in the implementation of district programs and activities by establishing and maintaining a standard of quality for conservation district employees. The organization promotes professionalism and assists in educating district employees. The executive committee is made up of 11 elected district employees (2 from each KACD area and one member at large) and 3 advisors (1 each from the DOC, NRCS and KACD) one elected and one appointed representative from each KACD area plus one committee member selected by the executive committee chairman to represent the state at large.

National Association of Conservation Districts (NACD)

The NACD is a non-profit, governmental organization representing over 3,000 districts and their state associations in the 50 states, Puerto Rico, and the Virgin Islands. The NACD lobbies for federal conservation legislation and funding in congress. It also provides brochures, reports, conservation films, training and education. nacdnnet.org

National Conservation District Employees Association

The NCDEA is a 501c3 non profit association that represents the 8,000 conservation district employees across the nation. They promote professionalism, provides education and promotes sound partnerships within the conservation districts. ncdea.org

Private Organizations and Businesses

Assistance may also be obtained from other sources. Private organizations such as fishing and hunting clubs, and environmental groups often have a strong interest in promoting conservation. Examples of helpful organizations include:

1. Business associations
2. Commodity organizations
3. Garden clubs
4. Clubs
5. Boy and girl scouts
6. Chamber of commerce
7. Wildlife and recreation associations
8. Future Farmers of America (FFA)
9. Professional natural resource organizations
10. Environmental organizations
11. Quail Unlimited
12. Ducks Unlimited
13. Pheasants Forever

Private industries are often interested in conservation as a matter of improving their business climate. Do not be afraid to be creative in your search for resources for a quality program.

APPENDIX B:

DISTRICT SUPERVISORS RESPONSIBILITIES

As a public official, a district supervisor is responsible to the people of their district and state, they should:

1. Attend all regular and special board meetings of the district.
2. Operate the district as a political subdivision of state government.
3. Keep in close contact with the SCC on all administrative matters.
4. Annually rotate officers.
5. Enter into memorandums of understanding or working agreements with as many agencies as necessary to coordinate the conservation and development of resources in the district.
6. Become a member of various planning organizations and agencies and, through experience and knowledge, to help guide them in the use of good resource management practices.
7. Plan each years activities with an annual plan of work.
8. Study the districts long range plan of work, updating it occasionally when needed.
9. Develop programs to furnish to district cooperators and others the technical, financial and material assistance needed for the purpose of carrying out a conservation program.
10. Determine priority of work to be accomplished through the district.
11. Cooperate with other districts in multi-district resource activities such as watershed, comprehensive planning and resource conservation and development projects.
12. Explain the districts program to interested groups, i.e. civic clubs, professional groups, church people, educators and all others, as well as farm operators and owners.
13. Promote natural resource management through contests, exhibits, demonstrations, meetings, tours, service clubs and special projects.
14. Secure operating moneys for the district through the county commissioners, the State of Kansas and through local donations.
15. Employ necessary secretarial and technical help and determine qualifications, duties and compensation.
16. Delegate to employees appropriate responsibilities.
17. Establish business procedures required for adequate plans, records, accounting and sound financial management.
18. Provide a surety (fidelity) bond for all employees and district officials who are entrusted with district funds, or property.
19. Manage all funds, facilities and equipment belonging to the district.
20. Prepare an annual report of accomplishments and conduct an annual meeting as required by state law.
21. Review requests for state cost-share assistance on projects and recommend approvals to the DOC.
22. Review requests for state cost-share assistance on projects and recommend approvals to the DOC.
23. Work to implement provisions to abate animal waste pollution and agricultural and urban sediment pollution.
24. Establish policies to implement state cost-share programs and other local programs.
25. Attend the DOC Spring Workshops, the KACD Annual Meeting, other area and statewide meetings and if possible, the National Association of Conservation Districts Annual Convention.

APPENDIX C:

GUIDELINES FOR AN EFFECTIVE BOARD MEMBER

The following guidelines will assist a conservation district supervisor in being an effective, proactive board member:

1. Self evaluation
2. Keep learning
3. Speak up
4. Attend all meetings
5. Don't be late
6. Don't leave early
7. Seek training
8. Get more money for the district
9. Talk when appropriate
10. Stay informed
11. Actively participate
12. Be receptive to change
13. Understand related agencies goals/functions
14. Be positive
15. Follow statutes/policies
16. Know where to find answers
17. Accept responsibility
18. Follow through
19. Renew commitment
20. Foster harmony
21. Know goals/mission
22. Don't dwell on the past
23. Use visual aids
24. Volunteer more
25. Be prepared for meetings
26. Don't monopolize
27. Take a position
28. Emphasize participation and personal responsibility
29. Guide the leadership of projects
30. Be attentive to board business
31. Stay focused
32. Attend workshops
33. Be enthusiastic
34. Attend annual conventions
35. Seek new audiences
36. Be a liaison
37. Be an educator

38. Work as a team player
39. Develop a focused work plan
40. Encourage others
41. Be committed
42. Know your responsibilities
43. Be open to new projects
44. Recruit associate board members/advisors
45. Perform committee assignments
46. Attend committee meetings
47. Believe in your ability
48. Participate in local issues
49. Try new ideas
50. Participate in meetings
51. Believe in CD mission
52. Be prepared
53. Have a proactive attitude
54. Evaluate long range plans
55. Review progress towards goals
56. Answer questions thoroughly
57. Communicate with and support your district staff
58. Be a leader
59. Prioritize
60. Seek partners who will help achieve mission
61. Improve NRCS relationship
62. Be tolerant of others
63. Don't ramble
64. Attend area meetings
65. Look for new and better ways
66. Take work seriously
67. Be dedicated to priorities
68. Do assignments ahead of time
69. Spend time in field with district staff
70. Suggest agenda items
71. Seek leadership positions on your board
72. Ask for help
73. Improve
74. Give time between meetings
75. Read conservation related materials
76. Review district policy and program manuals
77. Keep in contact with cooperators
78. Do public relations for board
79. Keep board informed of conflicts with meeting dates
80. Seek feedback from land users on policy issues

APPENDIX D:

A Guide to Conducting Executive Sessions

The Kansas Open Meetings Act (KOMA) allows (not requires) public bodies such as conservation district boards under limited circumstances to discuss matters privately in a closed or executive session by following correct procedures. This guide is designed to assist the conservation district board members in understanding the law and providing specific information as it relates to conservation districts.

Procedures to be Followed for Executive Session

- Must convene open meeting first.
- A formal motion is made to recess into executive session and shall include a statement providing:
 - Justification for closure;
 - Subject(s) to be discussed; and
 - Time and place open meeting will resume.
- The board members may discretionarily include anyone they believe will aid them in the discussion.
- Motion is seconded and carried.
- Discuss only those subjects stated in the motion.
- No binding action may be taken, but can reach an informal consensus (no voting).
- Reconvene open meeting at the specified time.
- If additional time is needed for further discussion, must repeat above steps.
- After the open meeting is resumed take official action, if needed, or if none state, “No action will be taken from executive session.”
- The executive session motion must be recorded in minutes.
- The confidentiality of an executive session should be maintained because discussion outside of executive session may violate the public trust and may even result in the violation of an individual’s privacy right.

Below are the common subjects a conservation district may hold an executive session with example motions.

- 1. Personnel matters of non-elected personnel** (to discuss a conservation district employee or to interview and discuss applicants for employment):

“I move we recess into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interest of the individual(s) to be discussed, with names of person(s) to be present in addition to the board, and that we will reconvene the open meeting in this room at specify time.”

2. Consultation with the board's attorney (to discuss privileged communication with attorney present and no other third parties may be present):

"I move we recess into executive session for consultation with our attorney, name(s), on a matter protected by the attorney-client privilege in order to protect the privilege and the board's position in specify litigation, potential litigation, administrative proceedings, etc., and that we will reconvene the open meeting in this room at specify time."

3. Preliminary discussions relating to acquisition of real property (to discuss acquisition only, not sale of property):

"I move we recess into executive session to have preliminary discussions about the acquisition of real property in order to protect the public interest in obtaining property at a fair price, and that we will reconvene the open meeting in this room at specify time."

Additional Information for Minutes:

- State the time the executive session started.
- Indicate anyone dismissed from the executive session before session ends with the time of dismissal.
- State the time the executive session ended.
- State (after the motion to reconvene the open meeting) the time meeting reconvened.
- Record the action taken from the executive session or the no action taken statement.

APPENDIX E:

Roberts Rule of Order Motions Chart

The following motions are listed in order of priority						
To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	What Vote is Needed?
Close meeting	<i>I move that we adjourn.</i>	No	Yes	No	No	Majority
Take break	<i>I move to recess for...</i>	No	Yes	No	Yes	Majority
Take care of not being able to hear, room temperature, or other situations relating to welfare of the assembly or any of its members	<i>I rise to a question of privilege.</i>	Yes, if urgent	No	No	No	None, Chair Rules
Direct attention to follow agenda	<i>I call for the orders of the day.</i>	Yes	No	No	No	None
Postpone the subject under discussion	<i>I move to lay the question on the table</i>	No	Yes	No	No	Majority
End debate & amendments	<i>I move the previous question.</i>	No	Yes	No	No	Two Thirds
Limit or extend discussion	<i>I move that debate be limited to...</i>	No	Yes	No	Yes	Two Thirds
Postpone to a certain time (not beyond next regular meeting)	<i>I move to postpone the question until...</i>	No	Yes	Yes	Yes	Majority
Commit/send to committee to give closer study of something	<i>I move to refer the matter to a committee. <u>OR</u> I move to commit the motion to a committee... (include committee name/new committee make up, what's expected & when to report)</i>	No	Yes	Yes	Yes	Majority
Modify wording of motion	<i>I move to amend the motion by...(adding, striking out, or substituting)</i>	No	Yes	Yes	Yes	Majority
Kill main motion	<i>I move to postpone indefinitely</i>	No	Yes	Yes	No	Majority
Introduce business	<i>I move to... <u>OR</u> I move that...</i>	No	Yes	Yes	Yes	Majority

The following motions have no order of priority						
Object to procedure	Point of order. <u>OR</u> <i>I rise to a point of order.</i>	Yes	No	No	No	None
Protest ruling of chairman	<i>I appeal the chair's decision.</i>	Yes	Yes	Yes	No	Majority
Request information	Point of information. <u>OR</u> <i>I rise to a point of information.</i>	Yes	No	No	No	None
Request Parliamentary Help	Parliamentary inquiry. <u>OR</u> <i>I rise to a parliamentary question.</i>	Yes	No	No		None
Ask for a vote by actual count to verify a voice vote	Division. <u>OR</u> <i>I call for a division of the house.</i>	No	No	No	No	None
Take up a matter previously tabled	<i>I move to take from the table...</i>	No	Yes	No	No	Majority
Suspend rules temporarily	<i>I move to suspend the rules so that...</i>	No	Yes	No	No	Two Thirds
Retract your motion	<i>I wish to withdraw my motion. <u>OR</u> I request that my motion be withdrawn.</i>	No	No	No	No	None
Cancel previous action	<i>I move to rescind the motion to...</i>	No	Yes	Yes	Yes	Two Thirds

APPENDIX F:

DISTRICT MANAGER DUTIES

Description

The district manager performs various administrative, secretarial and clerical duties for the conservation district. This position administers and carries out policies and operates within the guidelines set forth by the board of supervisors. The district manager provides day-to-day coordination of activities and serves as the districts representative to other agencies, organizations and the general public. In addition to working for the district, the district manager shall, within the range of duties and hours of work set by the board of supervisors, be directed to provide support services for the NRCS. Work requires attendance at night district board meetings and other meetings in which the district has an interest. Occasional overnight travel will be required to attend various meetings, seminars and workshops.

Principal Duties

1. Serves as office receptionist by receiving visitors and phone calls.
2. Maintains district and NRCS files, handbooks, manuals and guides according to established systems.
3. Types correspondence, reports and other materials as needed.
4. Utilizes the computer to effectively collect, manage and disseminate information.
5. Processes incoming and outgoing mail.
6. Orders office supplies, materials and services.
7. Coordinates and explains district programs.
8. Oversees district business such as equipment rental, grass seed and tree sales.
9. Maintains financial records and ledgers.
10. Supervises and directs the work of district personnel.
11. Provides orientation and training for new employees.
12. Develops a yearly staffing needs inventory.
13. Assembles materials for board meetings, records prepares and distributes minutes.
14. Maintains time and attendance reports for district employees and completes payroll records and withholding reports.
15. Prepares a draft of the annual work plan, annual report and annual budgets for district board review.
16. Develops and implements district information and education program.
17. Coordinates annual meeting preparations.
18. Performs other related duties.

Supervision

Policy and program direction is received from the district board. The district manager is under the direct supervision of the district board chairperson. This position independently carries out day-to-day work. The district manager supervises and directs the work of the district clerk and the water quality coordinator.

****NOTE:** The above duty description assumes there is no district secretary. Districts that have both a district secretary/clerk and a district manager will define and delegate duties and responsibilities according to office needs and employee experience and ability. Consult the *Kansas Conservation District Handbook* for further guidance.

APPENDIX G: DISTRICT CONSERVATIONIST RESPONSIBILITIES

1. Represent the Natural Resource Conservation Service in dealing with the District Board of Supervisors.
2. Respect the job of the district supervisors and employees.
3. Encourage supervisors to accept their job as an honor and an opportunity to perform a service for their community, state and nation.
4. Attend regular, special and annual meetings.
5. Assist the board chairperson in explaining the duties and responsibilities of supervisors to new inexperienced board members.
6. Advise the board, when requested, of the time and place of meetings.
7. Assist in developing the agenda for programs and meetings.
8. Prepare a simple progress report for the supervisors meeting.
9. Serve on committees set up by the board, if requested, for the purpose of carrying out the district's annual work plan. Activities must be consistent with NRCS policy.
10. Review, at least annually, with the board of supervisors their Mutual, Cooperative and Operational Agreements with the USDA and NRCS.
11. Inform the board of new federal and state legislative actions. Discuss new laws and programs providing new opportunities for soil and water conservation.
12. Provide technical advice to supervisors and district customers.
13. Provide information and data available from the NRCS records when requested.
14. Counsel with district supervisors in regard to employment of district employees and the purchase of equipment and supplies.
15. Assist the district supervisors in the preparation of the district annual report.
16. Work closely with the district board of supervisors in developing the district's annual work plan by furnishing information and facts.
17. Work closely with the district supervisors in reviewing and interpreting the laws and regulations that apply to district activities.

APPENDIX H:

Summary of Conservation District Supervisor Powers

Declaration of policy – It is hereby declared to be the policy of the legislature to provide for the conservation, use and development of the soil and water resources of this state, and for the control and prevention of soil erosion, flood damages and injury to the quality of water, and thereby to preserve natural resources, control floods, prevent impairment of dams and reservoirs, assist in maintaining the navigability of rivers and harbors, preserve wild life, protect the tax base, protect public lands, and protect and promote the health, safety, and general welfare of the people of this state

2-1908 – A conservation district organized under the provisions of K.S.A. 2-1901 *et seq.*, and amendments thereto, shall constitute a governmental subdivision of this state, and a public body corporate and politic, exercising public powers, and such district, and the supervisors thereof, shall have the following powers, in addition to others granted in other sections of this act:

- Conduct surveys, investigations and research relating to soil erosion; flood damage and control measures publish the results disseminate information avoid duplication by cooperation with state and federal agencies;
- Conduct demonstrational projects within the district state lands or other lands with consent of agency, occupier of lands demonstrate means, measures, methods conservation;
- Carry out preventative and control measures and works of improvement including engineering operations, methods of cultivation, growing of vegetation, changes in use of land and measures listed obtaining the consent of the occupier of such lands or the necessary rights or interests in such lands;
- Cooperate, or enter into agreements with, and within the limitations of appropriations to furnish financial or other aid to, any agency, governmental or otherwise, or any occupier of lands within the district subject to such conditions as the supervisors deem necessary to advance the purposes of this act;
- Obtain options upon and to acquire, by purchase, exchange lease, gift, grant, bequest, devise, or otherwise any property, real or personal maintain, administer and improve property receive income from such properties;
- Make available, on such terms as it shall prescribe to land occupiers within the district, agricultural and engineering machinery, equipment, fertilizer, seeds, seedlings, and such other material or equipment, as will assist such land occupiers to. for the conservation of soil resources and prevention and control of soil erosion;
- Develop comprehensive plans for the conservation of soil, water resources and for the control and prevention of soil erosion, flood damages, impaired drainage, the effects of drought within the district and maintenance and improvement of water quality acts, procedures, performances, and avoidances and publish such plans and information;

- Take over by purchase, lease, or otherwise, and to administer any soil conservation, erosion control, or erosion prevention, flood prevention, or water management project within its boundaries for the state or United States or agencies;
- Accept donations, gifts, and contributions in money, services, materials, or otherwise from the United States agencies or state agencies, and from persons, firms, corporations or associations, and to use or expend such;
- sue and be sued in the name of the district perpetual succession execute contracts and other instruments rules and regulations;
- supervisors may require contributions in money, services, materials, or otherwise to any operations conferring such benefits, and may require land occupiers to enter into and perform such agreements.
- 2-1913 Cooperation with another district
- 2- 1914 Publicly owned lands
- 2-1915 Conservation structures and practices...

APPENDIX I:

Use of Conservation District Funds Guidelines

Public Funds

- District supervisors, as elected local officials, are accountable for the care of public funds.
- All moneys coming into the custody of the conservation district are public funds. The source of the money is not relevant.
- Must be spent only for public purposes, no matter how pressing the need, how notable the purpose or how benevolent the recipient.
- Expenditure must fall within the legitimate function of the conservation district.
- Guiding Questions:
 - Does the expenditure promote conservation & the district programs?
 - Can I justify the public purpose of this use of public funds to any taxpayer or constituent who may request such a justification?

Operations Fund

- To account for state and county money.
- Used to carry out the activities and functions of the conservation district including:
 - Business related travel and expenses of district supervisors (cannot receive compensation for services).
 - Business related travel and expenses of district employees.
 - Educational materials.
 - Conservation awards.
 - Annual meeting expenses (excluding prohibited items listed below).
 - Membership dues to conservation related organizations.
 - District employee wages, salaries, and employment benefits (employee bonuses are considered compensation).
- Shall not be used for:
 - Annual meeting meals (including food service).
 - Prizes (of chance).
 - Incentives for achievements.
 - Incentives for attendance at meetings.
 - Travel or expenses for anyone other than district supervisors and employees.

Enterprise Fund

- To account for activities similar to private business (still considered public funds).
- Used to carry out the activities and functions of the conservation district including:
 - Purchase of goods for resale.
 - Equipment purchase/repair.
 - Same things as Operations Fund.
 - Other conservation-related activities including the specifically cited ones prohibited from Operations Fund expenditures.

Special Revenue Funds

- To account for the proceeds of special revenue sources that is restricted by law or administrative action to expenditures for specific purposes (i.e., grants).

Capital Outlay Fund

- To account for financial resources restricted for the acquisition or construction of major capital facilities.

APPENDIX J:

Financial Management Checklist

For Conservation District Supervisors

The DOC has developed the following checklist to assist supervisors in complying with state statutes and recommended accounting procedures. Kansas statutes define conservation districts as “governmental subdivisions of the state, and a public body corporate and politic.” As such, conservation districts are subject to state laws, which govern financial matters of municipalities and other local governmental entities.

MONTHLY BOARD MEETING RESPONSIBILITIES

- **Treasurer Audits and Signs Claim Vouchers.** Prior to board approving payment of unpaid bills due, review claim vouchers and supporting documentation (invoice, time/payroll sheet, travel claim form), and sign or initial the claim voucher, thus approving it is a valid claim.
- **Review Treasurer’s Reports:**
 - Treasurer presents Treasurer’s Report at each board meeting.
 - Compare two consecutive months’ reports making sure the account balance at the end of the report period on the previous month’s report is the same as the account balance at the beginning of the report period on the current report.
 - From month to month bills paid will be close to the same amount. Employee salaries should be approximately the same, unless they are part-time and hours fluctuate.
 - Look for a monthly or quarterly check showing federal and state employer/employee taxes paid.
 - Make sure every check number is accounted for.
 - Voided checks should be listed on the treasurer’s report and the actual check should be either attached to the claim voucher or attached to the check stub in the checkbook.
 - Petty cash, savings accounts, and investments must be included on treasurer’s reports. The maximum amount set by DOC for a Petty Cash Fund is \$50. Money markets and certificates of deposit cannot have maturities more than two years.
- **Board Approves Claims List.** A motion must be made to pay the due and unpaid claims (bills) specifying the amount of the approval. In the customized QuickBooks program, the name of this report is Unpaid Bills Needing Board Approval.
- **Checks Signed.** Chairperson, Treasurer, and Secretary (may be an employee) signs filled out checks corresponding with the bills approved for payment. State statutes provisions under certain situations allow checks paid between meetings. Board member signatures may be obtained only on checks with the payee information filled in and the amount, if known.
- **Treasurer’s Reports Submitted to DOC.** Treasurer’s Reports (including Unpaid Bills Needing Board Approval report) are submitted approximately 10 days following board meeting attached to corresponding board minutes.

CONTINUALLY

- **Board Ensures Proper Spending of Funds.** All moneys coming into the custody of the district including Enterprise Fund are public funds. Therefore, they must be spent only for public purposes

- and to carry out the activities and functions of the district. Furthermore, money from the state and county (Operations Fund) has further restrictive uses as stated in the Conservation District Law.
- **Board Upholds Cash Basis Law.** Board does not create any indebtedness (Lease-Purchase Agreements are permissible) or authorize issuance of a check in excess of the amount of funds on hand in the treasury at the time for such purpose.
- **Board Ensures Surety Bond Coverage.** Board members and employees who are entrusted with funds and/or property must be bonded.
- **Board Ensures Money Adequately Secured.** Money must be adequately secured by FDIC or pledged securities. Additional coverage is needed for amounts over \$100,000 deposited in one financial institution.
- **AS NEEDED**
- **Board Elects/Chairperson Appoints Pro Tem Treasurer.** If the Treasurer is absent from the board meeting, the board should either elect or the chairperson appoints a pro tem treasurer to carry out the duties of the Treasurer at the meeting.
- **Board Approves Opening of Bank Accounts and Transfers.** Eligible depositories are banks; savings and loan associations; and savings banks, which have a main office in Kansas with the branch office located in same county as the conservation district. Normally, money should not be transferred from the Operations Funds (checking, saving, investment) to the Enterprise Fund because of the restrictive uses of the Operations Funds (money from state and county).

PERIODICALLY

- **Treasurer Reviews Checking Account Bank Statement and Reconciliation Report with Checkbook.** Make sure these documents correspond with each other.
- **Treasurer Compares Savings Account Bank Statement and Treasurer's Report.** Particularly compare ending balance on Treasurer's Report to the corresponding bank statement ending balance.
- **Treasurer Compares Treasurer's Report with Checkbook.** Particularly compare ending checking account balance on Treasurer's Report to the corresponding checkbook balance.

ANNUALLY

- **Board Designates Bank Depositories.** By board action the board designates the bank(s) as the conservation district's official depository for the checking, savings, and investment accounts. Bank must be a qualified State of Kansas depository (main office in Kansas with the branch office located in same county as the conservation district). It is recommended to do this the first board meeting after the annual meeting elections.
- **Board Reviews and Approves Audit.** The board reviews the audit report prepared by a Certified Public Accountant looking for any noted discrepancies and statements related to compliance with Kansas statutes. Also comparing the audit's Combined Statement of Cash Receipts and Cash Disbursements to the district's year-end financial report. Conservation districts are encouraged to invite the auditor to a board meeting or via telephone call (speaker phone) to go over the audit and answer questions. The audit report should be approved by official board action.
- **Audit Submitted to DOC.** The conservation district audit must be submitted to the DOC within one year after the end of the audit period (2002 audit due by January 1, 2004). Districts with annual gross receipts in excess of \$275,000 must request a GAAP waiver from the Division of Accounts and Reports and file a copy of the audit along with a \$150 filing fee.

- **Treasurer and District Manager/Secretary Signs State Aid to Conservation Districts Claim Form.** In May/June the DOC sends a claim form to district and the district employee completes the information relating to county commission appropriations received for current calendar year. District manager/secretary and treasurer signs form.
- **Claim Form Submitted to DOC.** No deadline for submission. State appropriation becomes available for distribution in July.
- **Treasurer and District Manager/Secretary Prepares Budget and Board Approves.** Preparation usually begins in spring. Board approves draft budget; county commissioners approves and certifies Operations Fund budget; budget is modified if necessary; board adopts budget; and chairperson and secretary (may be district employee) sign budget.
- **Budget Submitted to DOC.** The Operations and Enterprise budgets with original signatures are submitted to SCC by September 1.

ADDITIONAL ITEMS TO CONSIDER

- **Treasurer Opens Bank Statement.** This could be done monthly or periodically. The bank statement could even be mailed directly to the Treasurer's home.
- **Treasurer Receives Insufficient Fund Notices.** Have the bank send or notify the Treasurer of any insufficient fund notices.
- **Require Board Members Signatures For Investment Account Removal.** Have at least two supervisors' signatures required at the bank to remove/withdraw certificates of deposit and other investment accounts.

APPENDIX K: DOC PROGRAMS

State Aid to Conservation Districts (Matching Funds)

Conservation District Law provides authorization to request state financial assistance for each of the 105 conservation districts to assist in carrying out their duties prescribed within Conservation District Law. State assistance matches up to \$25,000 per district of the annual amount allocated to conservation districts by the board of county commissioners.

Buffer Program

The Kansas Water Quality Buffer Initiative, enacted by the 1998 Legislature by amending K.S.A. 2-1915, is an incentive program complementing the Federal Conservation Reserve Program. State incentives supplement federal incentives to encourage the establishment of riparian forest buffers and vegetative filter strips. The DOC will enter into 10-15 year contracts, subject to annual appropriation, to compensate landowners for acres enrolled in the initiative. Supplemental payments offered under the Initiative will match 30-50 percent of the federal payment, based on the type of vegetation planted.

Water Transition Assistance Program

In 2006, the Legislature passed a 5 year pilot project program under the provisions of HB 2710 entitled “Water Right Transition Assistance Pilot Project Program”, or WTAP. The purpose of this voluntary, incentive based program is to provide a structured mechanism for the permanent dismissal of irrigation water rights and the reduction of consumptive use of groundwater in focused, over appropriated areas with sustainable irrigation potential.

Water Resources Cost-Share Program

K.S.A. 2-1915 enables the State to provide cost-share assistance to landowners for the establishment of enduring water conservation structures (practices) to develop and improve the quality and quantity of Kansas water resources. Soil and water conservation practices under this program have a direct influence on the quantity of agricultural runoff pollution delivered to streams and upon water use, thereby reducing waste of existing surface and groundwater supplies.

The USDA, NRCS provides technical assistance support for the WRCSP. Funds appropriated for State technical assistance and matched by NRCS are utilized to supplement technical assistance provided by NRCS in the design, layout and certification of state funded conservation practices in counties with the greatest workload.

The WRCSP is administered by the 105 conservation districts based on policy and procedures developed by the DOC. All structures (practices) cost-shared by the state are required to be built to USDA, NRCS “Specifications and Standards.”

Watershed Dam Construction Program

K.S.A. 2-1915 provides authorization for appropriation of state funds for cost-sharing assistance in the construction of detention dams and/or grade stabilization structures, rehabilitation of dams and breach inundation zone mapping. The funds are utilized in organized watershed districts, and other special purpose districts which have an approved district general plan for flood control and prevention.

Watershed Planning Assistance

Supplements the federal governments technical planning efforts in the preparation of watershed plans and environmental impact statements for watershed districts and other special purpose districts as provided in K.S.A. 2-1904(d)6. These plans are required for participation in the Federal Watershed Protection and Flood Prevention Act (P.L. 566) and must have Congressional authorization before installation (engineering and construction) funds become available from federal sources.

Multipurpose Small Lakes Program

The program was developed as a result of recommendations in the State Water Plan to provide state cost-share assistance to a sponsor for construction or renovation of an eligible dam. Sponsor(s) must have taxing authority and power of eminent domain, or be a public wholesale water district or rural water district. Multipurpose features of flood control, water supply and/or recreation are eligible for cost-share assistance.

Riparian and Wetland Protection Program

The DOC and Conservation Districts are responsible to develop and implement a Riparian and Wetland Protection Program. This voluntary program will assist landowners and operators, rural and urban developers, local, state and federal entities and others interested in natural resources desiring to protect or restore riparian and wetland areas.

Non-Point Source Pollution Control Fund

This fund was established by the 1989 State Legislature to implement a comprehensive Non-Point Source (NPS) Pollution Control Program. The funds provide technical and financial assistance to implement NPS pollution control measures for the protection and/or restoration of surface and groundwater quality. The DOC and the Kansas Department of Health and Environment (KDHE) are jointly responsible for the development and implementation of the State Non-Point Source Pollution Control Program.

Water Rights Purchase/Water Transition Assistance Program

The purpose of the program is to provide state cost-share assistance with a local entity for the purchase of a water right to restore base flows in designated streams and/or slow or reverse the decline of groundwater levels in specific aquifers. The selling of a water right is voluntary.

Land Reclamation Program

The DOC is responsible for administering the Surface-mining Land Conservation and Reclamation Act (Land Reclamation Act). The Act requires that entities mining industrial materials or minerals of

commercial value such as gypsum, clay, stone, sandstone, sand, shale, silt, salt, gravel or volcanic ash be licensed to operate a mine and reclaim mine sites upon completion of mining.

Benefit Area Program

This program, established by K.S.A. 82a-909 in 1963, was transferred from the Kansas Water Office to the DOC by the 1986 Legislature and is designed to provide state reimbursement to a public corporation for a portion of those expenditures that provide more than 20 percent of the benefits to an area outside the boundaries of the taxing entity responsible for construction of the flood control project.

Conservation Reserve Enhancement Program

In FY 2008, the state of Kansas has obtained federal funds through the United States Department of Agriculture (USDA) to provide incentives to landowners to enter into the CREP to reduce consumptive water use in the Upper Arkansas River Valley. An offspring of the Conservation Reserve Program (CRP), CREP is a voluntary program for agricultural landowners. Unique state and federal partnerships allow landowners to receive incentive payments for setting aside land for soil and water conservation. Through the CREP, farmers can receive annual rental payments and cost-share assistance to establish long term resource conserving covers on eligible land. Practices such as water right retirement and conversion to native vegetation would be eligible with a contract period from 14 to 15 years.

State Office Administration

The DOCs administrative and technical staff provide leadership, direction and support to the conservation districts, watershed districts, and other special purpose districts of the state. Fiscal and clerical staff are responsible for the internal bookkeeping, accounting and correspondence related to the operation of financial assistance programs.

APPENDIX L:

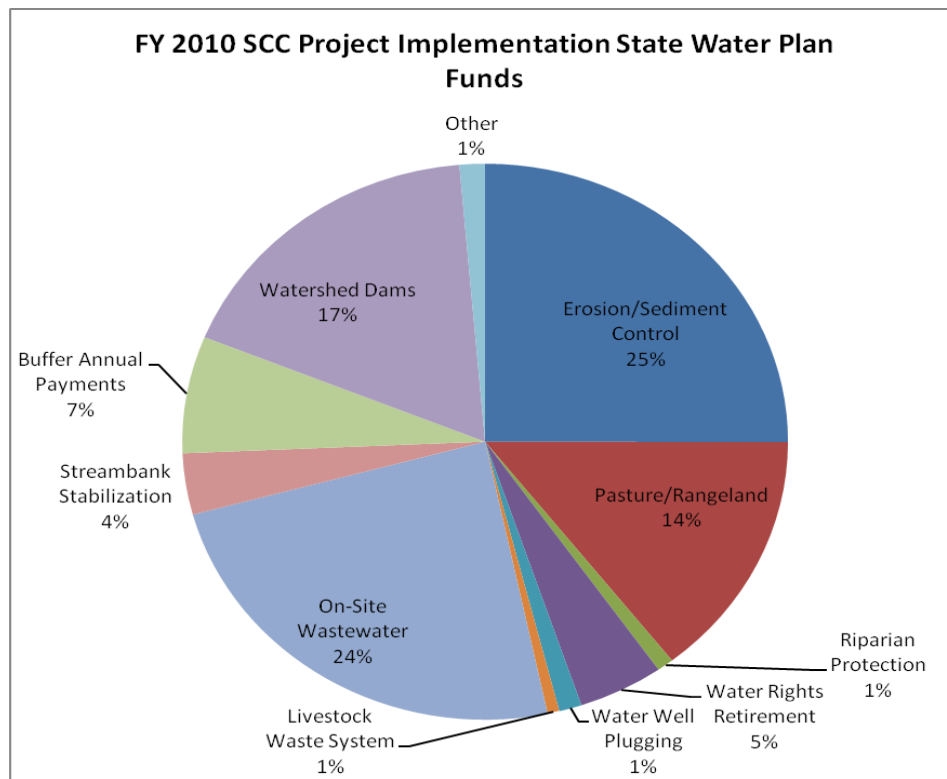
State Water Plan Fund Revenues

The State Water Plan Fund was created in 1989 by K.S.A. 82a-951 for the purpose of providing a permanent, dedicated source of funding for the *Kansas Water Plan*. The diagram below indicates the sources of actual and projected revenues for the State Water Plan Fund for fiscal years 1990-1998.

These are the sources of Kansas Water Plan fund income.

State Water Plan Fees, Fines and Royalties
Municipal Water Use: 3 cents/1,000 gallons
Industrial Water Use: 3 cents/1,000 gallons
Stockwater Use: 3 cents/1,000 gallons
Pesticide: \$100 per pesticide registered
Fertilizer: \$1.40 per ton inspected
Pollution Fines/Penalties depend on the incident
Sand Royalties: \$3.75 cents/ton

This chart depicts DOC program expenditures for FY 2010.



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